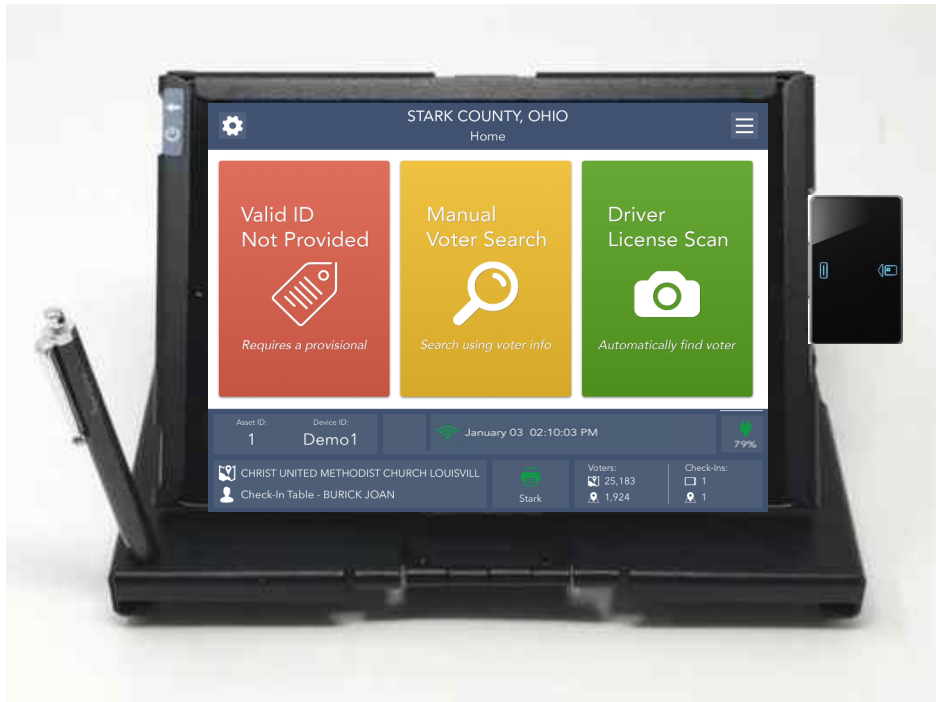


Stark County Board of Elections



Election Day Guide
May 7, 2019
Primary Election

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Equipment and Supplies

The equipment and supplies below are mentioned frequently in this guide.



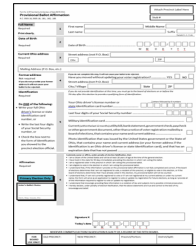
TSX Voting Machine



Transfer Case



ePollbook



White Provisional Envelope for Provisional Ballots



TSX Printer Housing Found in the Bankers Box



Privacy Panels and Flags



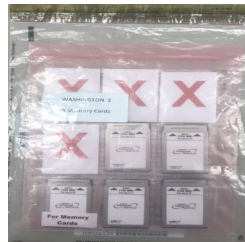
ePollbook Suitcase



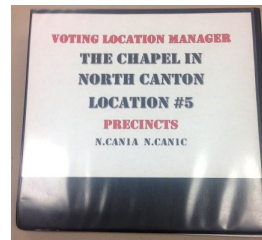
Orange Provisional Bag (holds voted Provisional envelopes)



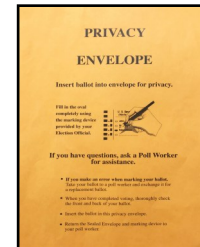
TSX VIBS Unit found in the Black Suitcase



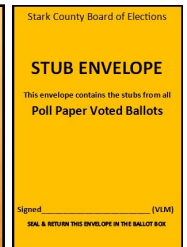
TSX Memory Card Bags



VLM Black Notebook



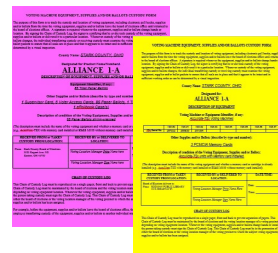
Manila Privacy Envelope and Stub Envelope for Voted Poll Paper Ballots



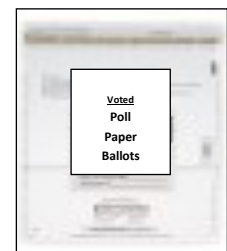
Bankers Box (holds TSX Printer Housing and canisters)



Blue Bag



Pink and Yellow Chain of Custody



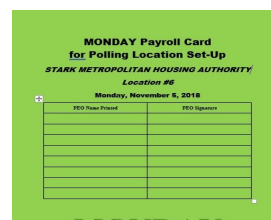
Clear Voted Poll Paper Bag (holds Privacy Envelopes with voted ballots inside)



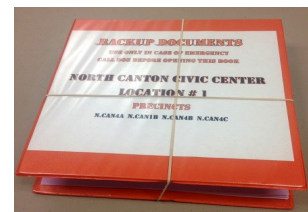
Black Suitcase



Ballot Box



Green payroll Cards



Back-up Documents Notebook (do not open unless instructed by BOE)

Precinct Election Official Positions

Voting Location Manager (VLM) Duties:

- Manages the polling location and PEOs.
- Works at the Voter Assistance Table and oversees every paper ballot issued.
- Picks up supplies on the Saturday before the election, organizes the Monday set-up of the location, assign PEOs to perform various duties on Election Day, and interchanges PEOs for efficiency and to cover breaks throughout the day.
- Coordinates the closing and running of the TSX reports.
- Completes the ballot accounting on the ePollbooks.
- Returns the ballot box(es), ePollbooks and memory cards to the BOE with a Riderback of the opposite Party.

VLM



VLM Assistant:

- Assigned to locations with three or more precincts.
- Assists at the Voter Assistance Table.
- Organizes the PEOs at closing by ensuring all PEOs and Dropoff PEOs complete their duties such as taking down the TSX machines and packing the black suitcase(s).
- Ensures each Dropoff PEO has the correct TSX machines, supplies and chain of custody form to return to the assigned Dropoff location. (If a PEO Dropoff is missing, and no one else is available, the VLM Assistant will perform this duty and be paid the additional \$10.)

VLM Assistant
(locations with
3 or more
Precincts)



PEO:

- Trained on the ePollbook to issue Voter Access Cards, Poll Paper and Provisional Ballots.
- Assists voters at the door, TSX machines and various other duties as needed.
- A PEO may be assigned to greet the voters. Ask the voter to have their ID ready and wait to be called up. Direct the voter to either the Check-In table or the VAT when that ePollbook is free. (Place a line of blue tape on the floor to indicate where the voter should wait until called to the table.)
- A PEO may be assigned to watch for voters at the TSX who may need assistance. Remember to approach the voter from the opposite side of the TSX to assure the voter's privacy. If necessary, the VLM and a PEO of the opposite party may approach the voter from the screen side.
- All PEOs assist with the closing of the Election.

PEO



PEO
Riderback



PEO Riderback:

- One PEO Riderback is assigned per location and belongs to the opposite party from the VLM.
- Rides with the VLM to deliver the ballots, memory cards, ePollbooks and other election-related supplies at the end of the day.
- Paid an additional \$10 to perform this extra duty.

PEO Dropoff:

- Can be affiliated with any party.
- Delivers the TSX and other supplies for the assigned Precinct to the Dropoff location.
- One PEO Dropoff is assigned to each Precinct.
- PEO Riderback is not required.
- Paid an additional \$10 to perform this extra duty.

PEO
Dropoff



PEO Guidelines/Ethics Policy



The Secretary of State has established a Precinct Election Official ethics policy, which provides guidelines for poll worker conduct. Everyone who serves on Election Day will have signed Form 351 stating that they have read the policy and agree to uphold its provisions. This form is included with the Ethics Policy that Precinct Election Officials receive when hired. The completed Form 351 is kept on file by the Board of Elections. *PEO conduct and proficiency are part of the PEO Evaluation for each Election.*

Precinct Election Official Conduct

Precinct Election Officials should:

- Be professional, friendly and helpful with voters and fellow Precinct Election Officials.
- Work as a **TEAM** with all Precinct Election Officials in the voting location
- Follow the directions of the Voting Location Manager and the instructions in the manual to ensure that all procedures are followed correctly.

Precinct Election Officials may NOT engage in the following activities while serving at the polls:

- Campaign for any candidate or issue,
- Wear or distribute campaign materials.
- Collect signatures on any petitions.
- Serve in a precinct where he/she is a candidate (except unopposed Central Committee candidates).
- Use foul or abusive language.
- Discuss candidates or issues on the ballot.
- Disclose information about voters' ballots or how they voted.
- Offer items for sale.
- Serve in a precinct where a family member or business associate is a candidate on the ballot (except when unopposed).
- Make comments on race, religion, gender, ethnicity, disabilities, sexual orientation or political affiliation.



NEVER discuss politics while working on Election Day.

Polling Location Conduct

Members of the public/voters, including the media, may NOT engage in the following activities within the polling location on Election Day:

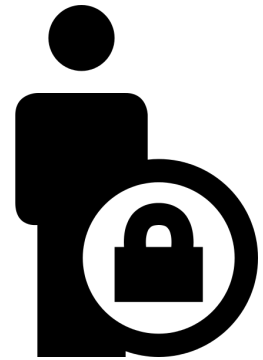
- Campaign for any candidate or issue.
- Wear or distribute campaign materials. Please ask them to remove or cover any campaign articles.
- Collect signatures on any petitions.
- Try to influence or intimidate voters.
- Infringe on a voter's right to privacy.
- Interfere with poll workers' duties or the voter sign-in process.
- Conduct exit-polling within the room where voting occurs.
- Conduct interviews with poll workers while they are performing Election Day duties

Report any incident to your VLM, who will file an incident report on the ePollbook.

PEO Guidelines/Information Security

On Election Day, the VLM and PEOs are responsible for ensuring that the forms, ballots and voting machines remain safe and free from tampering. VLMs are to report security issues to the Board of Elections. If a PEO witnesses security issues, they must communicate with the VLM.

Please follow the procedures outlined below to ensure the Election Officials can account for all that has occurred at the Polling Location.



- Inspect machines for physical damage and check tamperproof tapes, seal numbers and security seals.
- Record machine numbers on the Election Day Equipment Record and the Ballot Accounting Chart.
- Document any incident that may affect the election results, including:
 1. Delays in opening the Polling Location
 2. Machine problems
 - 3. Voters who leave the polling location without casting/confirming vote**
 4. Any incident that you believe may have an impact on the election
- Report to the BOE any suspicious activity in or around the Polling Location.
- Submit an incident report for any issues and location occurrences to the BOE .
- Fill out every form legibly and completely.
- Return the correct materials to the Board of Elections on Election Night.

PEO Guidelines/Safety

As a PEO, one of your most important duties is to keep your Polling Location safe. Be observant, check in regularly with building staff and security (if applicable), and keep your eyes open for anything that seems unusual, including:

- Suspicious persons who don't vote or who spend time observing the Polling Location
- People who ask unusual questions or show unusual interest in when the polls close, when the ballots are to be picked up, security procedures, or other procedures not related to voting
- Vehicles that appear out of place or demonstrate suspicious behavior and cannot be accounted for by building management, employees, or PEOs
- People who take pictures of the polling area, other than members of the media
- People who are reluctant to identify themselves or who are obviously avoiding PEOs
- Packages that are left unattended or appear to be unusual

If You See Something, Say Something!

Report any suspicious behavior or activity to the VLM, who will contact the Board of Elections. If a situation is an emergency call 9-1-1.

Factors such as race, ethnicity, national origin, or religious affiliation alone are not suspicious.

Description of individuals

- Gender
- Height/Weight
- Hair/Skin Color
- Facial Hair
- Tattoos or Scars
- Clothing Description

Description of Vehicles:

- Make/Model/Year
- Color
- License Plate (# and State)
- Description of Driver/Occupants
- Activity
- Distinguishing Features

PEO Guidelines/In Case of Emergency

MEDICAL EMERGENCY:

- Call 9-1-1.
- Once the medical emergency is under control, please make a follow-up call to the Board of Elections.
- Record the emergency using the incident report on the ePollbook.



EVACUATION OF YOUR POLLING LOCATION:

- Keep calm. Your safety and the safety of your co-workers and voters are our first concern.
- If safety and time allow, gather and secure the following :
 1. VLM Cell Phone
 2. The Electronic Poll Books (EPBs)
 3. TSX Memory Cards (Remove and place them in the baseball card sleeve. Then seal the baseball card sleeve in the anti-static bag and clear tamperproof bag. Shut off the TSX by pressing the power button on the side.)
 4. The Clear Poll Paper Bag and the **Orange** Provisional Bag with all voted ballots
 5. All un-voted ballots

(If possible, place all Memory Cards, voted, and un-voted ballots in the ballot box to transport.)

If any of the above are removed, have the ballots, Memory Cards and ePollbooks stay with two PEOs of the opposite party at all times.

- Go to a safe location, as instructed by public safety officials or as determined by the Voting Location Manager.
- As soon as you can, contact the Stark County Board of Elections for further instructions.

IF AND WHEN YOUR POLLING LOCATION CAN BE REOPENED:

- Inspect the voting area, and report any irregularities or problems to the Board of Elections.
- Return the ballot box and ballots.
- Replace all TSX Memory Cards, then turn on the TSX units. The label on the memory cards matches the TSX machine.
- Call the BOE to have replacement Memory Card bags delivered to you.
- Continue processing voters.

PEO Guidelines/Power Outage

In the event of a Power Outage, the VLM must immediately notify the Stark County Board of Elections.

The ePollbooks have enough battery power to run for a few hours, but the TSX machines are not able to process voters on battery power.

Most power outages are temporary. Please process all voters with paper ballots and follow these instructions until power returns:

1. Stop ALL voting to assess the situation.
2. Call the Board of Elections.
3. Allow voting if the location is deemed safe.
4. If there is enough light, you may remain in the location to process voters.
5. If there is not enough light and there is another location with natural light that is accessible (keep in mind ADA accessibility and access to the building entrance), you may set up the ePollbooks to process voters in another location. If you are able to do this, secure the original room by either locking the door (providing there is a key to re-open it), or by having two PEOs guard the entryway.
6. You may continue processing voters on the ePollbooks.
7. Re-log into **ALL** ePollbooks in the Voter Assistance Table mode.
8. Centralize the paper ballots so all check-in tables have access to the paper ballots.
9. Process all voters with paper ballots.
10. Keep the BOE advised if the power outage continues for a long time.
11. Contact the BOE if:
 - a. the location needs additional paper ballots.
 - b. the battery power on the ePollbook is getting low.
12. Once the power is restored, return to processing voters regularly.



PEO Guidelines/Accident Prevention

The Stark County Board of Elections is committed to making each and every polling place as safe and accident-free as possible. To that end, we want every PEO to be aware of potential safety hazards and know how to prevent accidents. The top safety issues are discussed below.

PREVENT SLIPS, FALLS AND TRIPS

Slips generally occur when floors or other walking surfaces become wet or oily due to cleaning, rain or snow and leaks. Trips may be caused by materials and debris left in walkways, uneven floor surfaces, improperly secured electrical cords, holes or depressions, bunched floor mats or carpets and uneven stair risers. If you notice of any of these hazards, notify your Voting Location Manager immediately.



KNOW YOUR POLLING LOCATION

- Examine the surroundings for hazards before opening the Polling Location.
- Establish the primary exits in case of fire or emergency.
- Know the safest place to go in the event of a tornado or severe storm.

KEEP THINGS CLEAN AND CLEAR

- Keep workplaces and floors as clean, orderly and dry as possible.
- Keep all aisles and passageways clear, and remove all obstructions.
- Ensure that aisles are sufficiently wide for voter access to voting equipment (36" per ADA guidelines).

CLEAN SPILLS IMMEDIATELY

- Alert the building steward and ask him/her to block off any spill as soon as it occurs. Keep it marked until it has been cleaned entirely.

WEAR PROPER FOOTWEAR

- During inclement weather, wear appropriate boots or shoes, and change into your "regular" shoes once inside the Polling Location.
- Wear closed-toed shoes rather than sandals for extra protection.

PROTECT YOUR HANDS

- When handling voting machines, avoid pinch points, which can severely injure fingers and hands.

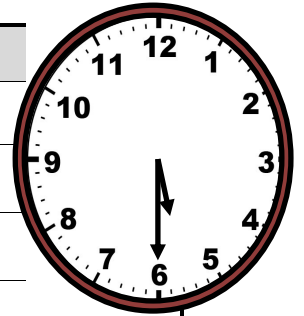
Preparing for Election Day

IF YOUR POLLING LOCATION IS NOT UNLOCKED BY 5:30 AM, PLEASE CONTACT THE BOARD OF ELECTIONS

Election Day Schedule	
5:30 am	PEOs Arrive to Set Up the polling location
6:30 am	Polls Open to Voters
7:30 pm	Polls Close to Voters*

* Any voters in line at 7:30 pm must be permitted to vote.

The goal for this election is to be done by 8:30 pm. If the VLM and PEO Riderback leave later than 8:30 pm, the VLM must call the BOE. *All other PEOs are able to leave the polling location after the voting machines have been shut down, all forms have been completed and signed, and election supplies and equipment have been **loaded**.*



PEOs are **NOT** permitted to leave the polling location during Election Day.

1. Please bring everything you need with you:

- Food/Beverages (**not permitted at the Check-in, VAT, or on the floor**)
- Medications
- Jacket/Sweater
- Cell Phone & Charger (**Except for calls to the BOE, cell phones are not permitted at the Check-in or VAT table.**) ***VLMs, please leave your phone turned on.***
- This Election Day Guide for PEOs
- Cushion (many locations have metal folding chairs)
- VLM may contact the polling location prior to Election Day to find out what facilities will be available to PEOs: refrigerator, microwave, beverage machine, etc.

2. Please dress comfortably and appropriately; business casual is suggested.

The following are prohibited:

- Clothing with inappropriate messages or graphics
- Distressed or ripped jeans
- Hats
- Flip Flops
- Unwashed Clothing
- Low cut, strapless shirts

People in the Polling Location

Please refer to the following guidelines for public access to the polling location on Election Day:

Election Observers



Election Observers are appointed by political parties or issue committees to observe the proceedings of an election. When observers arrive at their assigned location, they should present themselves to the Voting Location Manager with Form 215: Certificate of Appointment of Observer. The VLM will administer the oath (located in the VLM Notebook). Observers are permitted to watch and inspect but are never permitted to handle any election materials or interact with voters or PEOs.



Please notify your VLM if an observer has been assigned to your Precinct.

Media, Photography and Video



Any person may enter and check the posted voter list. They are permitted to take a photo of the list.

Members of the media are permitted in the polling location; however, they must respect a voter's right to privacy and must not interfere with the duties of Precinct Election Officials. Reporters should request permission from a voter before photographing them. The VLM will refer questions from the media to the Director or Deputy Director.

Candidates for Office



Candidates for Office may vote in person at their assigned polling location. They may NOT, however, wear any campaign items (button, T-shirt, etc.) or campaign within the polling location. Candidates for office may not assist voters who are casting their ballots.

Pollsters

Pollsters, or people conducting exit polls, are not allowed inside the polling location but are permitted outside the 100' boundary.

People who ARE allowed in the polling location:

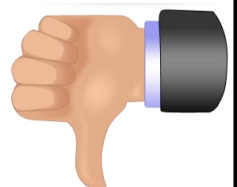
- Election Officials
- Voters (and their minor children)
- Someone reviewing the Official Registration List
- A person assisting a voter
- An Election Observer bearing a certificate of appointment
- Members of the media



People who are NOT allowed in the polling location:

- Pollsters (people conducting exit polls)
- Candidates for Office or other individuals who are campaigning or electioneering
- Anyone collecting signatures for a petition

Please ask your VLM whenever you have questions about access to or conduct allowed within the polling location.



What's on the Ballot

Below is a list of all Split Precincts. The shaded Precincts are active splits for this Election.

ALLIANCE 1-C	MASSILLON 1-A	BETHLEHEM 3	LEXINGTON 1	PLAIN 4
ALLIANCE 4-A	MASSILLON 2-D	BETHLEHEM 4	LEXINGTON 3	PLAIN 10
ALLIANCE 4-C	MASSILLON 3-C	CANTON TWP 1	LEXINGTON 4	PLAIN 12
CANAL FULTON B	MASSILLON 3-E	CANTON TWP 3	MARLBORO 3	PLAIN 22
CANTON CITY 1-A	MASSILLON 4-A	JACKSON 3	NIMISHILLEN 5	PLAIN 23
CANTON CITY 2-A	MASSILLON 4-B	JACKSON 5	NIMISHILLEN 6	PLAIN 27
CANTON CITY 2-C	MASSILLON 4-C	JACKSON 7	OSNABURG 1	SANDY 1
CANTON CITY 3-E	MASSILLON 5-B	LAKE 1	OSNABURG 2	SANDY 2
CANTON CITY 4-A	MASSILLON 5-C	LAKE 2	OSNABURG 3	SUGARCREEK 1
CANTON CITY 4-B	MASSILLON 6-A	LAKE 5	PARIS 1	SUGARCREEK 2
CANTON CITY 4-C	NORTH CANTON 1-B	LAKE 6	PERRY 3	TUSCARAWAS 1
CANTON CITY 4-D	NORTH CANTON 2-A	LAKE 7	PERRY 4	TUSCARAWAS 2
CANTON CITY 4-E	NORTH CANTON 2-C	LAKE 14	PERRY 7	TUSCARAWAS 3
CANTON CITY 4-F	NORTH CANTON 3-B	LAKE 15	PERRY 8	TUSCARAWAS 4
CANTON CITY 5-C	NORTH CANTON 3-C	LAKE 17	PERRY 10	WASHINGTON 1
CANTON CITY 6-A	NORTH CANTON 4-A	LAKE 18	PERRY 16	WASHINGTON 2
CANTON CITY 6-C	NORTH CANTON 4-C	LAKE 19	PIKE 1	
CANTON CITY 6-D	MEYERS LAKE A	LAWRENCE 3	PIKE 2	
CANTON CITY 7-A	NAVARRE A	LAWRENCE 4	PIKE 3	
CANTON CITY 7-C	BETHLEHEM 2	LAWRENCE 6	PLAIN 2	

Primary/ Special Election

Technically speaking, May 7, 2019 is the date of a Primary/Special Election. A Primary Election is held for a political party when there are contested races. A Special Election is held when there are no contested races, but there are issues on the ballot.

On May 7, every precinct in the county will have issues on the ballot. However, there are only two areas where there will be a Primary Election:

1. **The City of Canton will have a Democratic Primary.** There are two Democratic candidates running for President of Council and for Member of Council, 2nd Ward. The winning candidates will be the Party nominees and will appear on the ballot in the November General Election. Republican voters in the City of Canton will receive an Issues Only ballot in the May election.
2. **The 1st Ward of the City of Massillon will have a Republican Primary.** There are two Republican candidates running for Member of Council, 1st Ward. The winning candidate will be the Party nominee and will appear on the ballot in the November General Election. Democratic voters in the 1st Ward of the City of Massillon will receive an Issues Only ballot in the May election.

Candidates who are in uncontested races within their party will automatically be nominated by the party. They will appear on the November General Election ballot. Every precinct will have candidates on the ballot in November.

Prepping for Election Day-VLM

The Voting Location Manager (VLM) prepares for the Election in many ways. They are the main contact for the Board of Elections. They communicate with the Polling Location and the Precinct Election Officials (PEOs) prior to Election Day. They organize the set-up of the Polling Location.

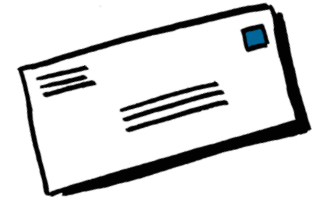
VLM duties prior to Election Day:

1. VLM attends trainings
2. VLM receives an Election preparation packet in the mail approximately 2 weeks prior to the Election. It contains:
 - A letter with Polling Location information and Saturday pick-up procedures
 - A blue Poll Location Identification Form
 - A PEO list (an updated list will be in the VLM Notebook at Saturday pick-up)
 - A letter verifying the VLM email for Absentee Updates
 - A list of open times for extra ePollbook and TSX practice
3. VLM contacts the Polling Location
 - Arranges Monday Set-up time
 - Confirms who will open the Polling Location Election morning at 5:30 am
4. VLM contacts all PEOs
 - Introduces themselves to PEOs
 - Confirms who is helping with Monday set-up (One person per Precinct)
5. Meets the delivery truck if possible or may confirm with the location that someone from the location will be available to sign for the equipment
6. Picks up the supplies on Saturday
7. Organizes the Monday set-up
8. Receives the Absentee Update via email Monday evening and either prints the form(s) or is able to scan the barcode from a smart phone

Prepping for Election Day/VLM Paperwork

VLMs receive a packet in the mail with information about the Polling Location and Saturday supply pick-up procedures.

Below is a sample of the Saturday Location information letter and the blue Poll Location Identification form for Saturday Pick-up.



★ Voting Location Manager Information ★	
Precincts:	ALLI1A ALLI2B
Polling Location Name, Address, and Polling Location Number:	Rodman Public Library
	POLLING LOCATION # 1
	215 East Broadway St Alliance 44601
	330-821-2665
AM Location Contact Name and Phone Number	Donald Lineberger: 330-451-1234
Election Equipment will be delivered to your assigned Polling Location on:	Monday, May 6, 12:30-2:00pm
Information about Monday set-up at this location:	Library Hours are 9:00am-8:30pm
VLM picks up supplies at the Board of Elections on Saturday, May 4th:	8:00am-9:30am
Time to arrive at your assigned Polling Location on Election Morning:	5:30am
Election Night Equipment Drop-off Location:	Carnation Mall, 2500 W State St, Alliance, OH 44601

- VLMs: please call the location contact person to discuss the machine delivery time and to schedule the Monday set-up time.
- If you are able to meet the delivery team, you will sign the Yellow Chain of Custody form(s). It is ideal to set up the location at this time. If not, reserve a time for the Monday set-up and discuss who at the location will meet the delivery team and sign the Yellow Chain of Custody form(s).
- If you are not able to meet the delivery team, the location must sign for the equipment, secure the room and provide the Chain of Custody form(s) to the VLM for the agreed-upon Monday set-up time.

Please have the blue Poll Location Identification Form when you pick up your supplies on Saturday.



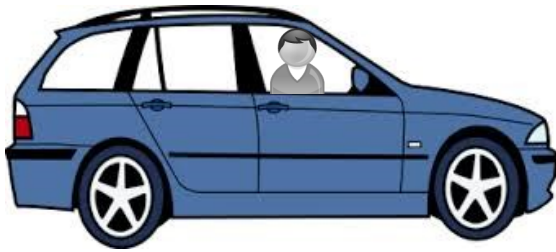
Poll Location Identification Form

Poll Location #1
Rodman Library

Name:
Signature:

Bring this with you

Saturday Supply Pick-Up



Poll Location Identification Form	
Poll Location #1	
Rodman Library	
Name:	
Signature:	

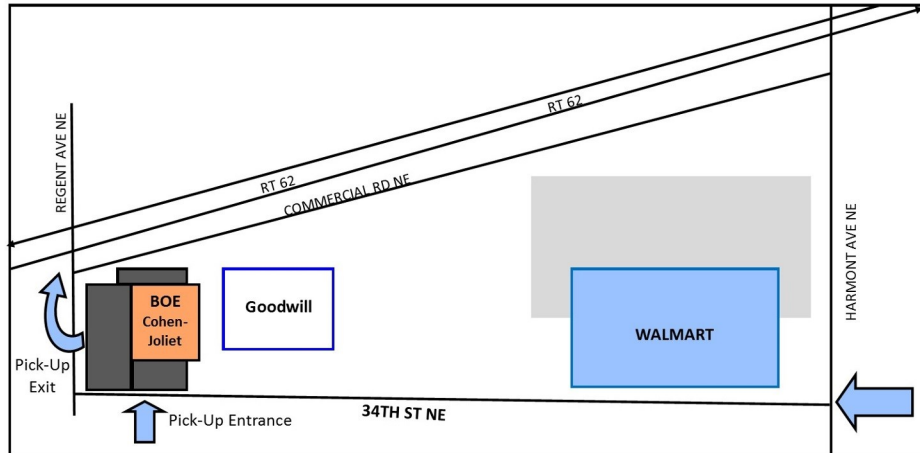
VLMs pick up election supplies for their polling location at the **Board of Elections:**

3525 Regent Avenue NE

Canton, OH 44705

This will occur on the Saturday before the Election between **8:00 am and 12:30 pm.**

The pick-up entrance is at the back of the building on 34th Street.



The Election Preparation Notice that the VLM receives in the mail provides the scheduled pickup time for your assigned polling location and any additional information you may need.

Remember...Bring the blue Polling Location Identification Form with you when you pick up your supplies and be sure your trunk is empty.

During this time, police officers and BOE staff will be directing traffic. **Stay in your car.** You do not have to enter the building. BOE staff will bring all items out to you.

VLMs will Pick Up the Following Items from the BOE:

Ballot Box(es) (containing paper ballots) for the location	VLM Notebook	
ePollbooks for location	Transfer Case(s) for location	
Black Supply Suitcase(s) for location	Flags and Privacy Panels for location	

Saturday Supply Pick-Up/PINK Chain of Custody Form/VLM

the board of elections office. A signature is required whenever the equipment, supplies and/or ballots change hands or location. By signing the Chain of Custody Log, the signer is certifying that he or she took custody of the voting equipment, supplies and/or ballots or delivered it to a particular location. Whenever custody of the voting equipment, supplies and/or ballots changes, the individual transferring custody or receiving custody must examine the voting equipment, supplies and/or ballot products to ensure that all units are in place and that it appears to be intact and in sufficient working order as can be determined by a visual inspection.

(FRONT)

County Name: STARK COUNTY, OHIO

Designated for Precinct Name/Number:

ALLIANCE 1-A

DESCRIPTION OF EQUIPMENT, SUPPLIES AND/OR BALLOTS

Equipment Identifier, if any:

85 Total Paper Ballots

Other Supplies and/or Ballots (describe by type and number):

1 Supervisor Card, 6 Voter Access Cards, 85 Paper Ballots, 1 Transfer Case(s), 1 ePollbook Case(s)

Description of condition of the Voting Equipment, Supplies and/or Ballots:

85 Paper Ballots unopened

(The description must include the name of the voting equipment and whether a memory card or cartridge is already installed (e.g., AccuVote-TSX with memory card installed or ES&S MI100 without memory card installed).

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME:
From: <u>Stark County Board of Elections</u> <u>3020 Regent Ave. NE</u> <u>Canton, OH 44702</u>	<u>Mary Smith</u> Voting Location Manager <u>Sign Name Here</u> <u>Mary Smith</u> Voting Location Manager <u>Sign Name Here</u>	Date: <u>5/4/2019</u> Time: <u>10:30 am</u>

CHAIN OF CUSTODY LOG

This Chain of Custody Log must be reproduced on a single pager, front and back to prevent separation of pages. This Chain of Custody Log must be maintained by the board of elections and the voting location manager of a voting precinct depending on voting equipment location. Whenever the voting equipment, supplies and/or ballots change hands or location, the person taking custody must sign the Chain of Custody Log. This Chain of Custody Log must be in the possession of either the board of elections or the voting location manager of the voting precinct to which the subject voting equipment, supplies and/or ballots has been assigned.

The VLM receives one **PINK** form for each Precinct during Saturday pick-up. Please **print name, sign, date, and record the time** on each Chain of Custody Form here. The VLM keeps this form and returns it on Election night.

ON" column. The person receiving custody must sign in the "RECEIVED BY" column next to the board and/or ballots change custody again, the person transferring custody. This will document the custody and location of the custody of the board of elections.

tion without human supervision (e.g., a polling place before RECEIVED FROM" column and enter "NONE" in all instances, the person who signs in the "RECEIVED BY" column at the time of the transfer of the equipment

lots is returned to an unsupervised polling location before Election Day must enter "NONE" sign and under the long place location and is responsible for custody of the on Election Day. In such case, this corresponding supplies and/or ballots in the precinct must be engaging. Districts 2012-40.

IF BALLOTS CHANGE HANDS OR LOCATION PM, YOU ARE STATING THAT YOU HAVE ELLOT PACKETS TO ENSURE THAT ALL SUPPLIES AND/OR BALLOT PACKETS ARE ORDER AS CAN BE DETERMINED BY A CASE IMMEDIATELY NOTIFY THE BOARD OF

Bipartisan Team

The VLM and the PEO Riderback print and **sign** their name on the back of the **Pink** Chain of Custody form. They will also note the **date** and **time** of the delivery of the **equipment and supplies** to the Board of Elections on Election Night.

****Please sign the form(s) before you arrive to the dropoff line at the BOE.**

VLM WILL TAKE MEMORY CARDS, ePOLLBOKS & BALLOT BOX WITH SUPPLIES TO BOARD OF ELECTIONS

Equipment & Supplies Delivered to Board of Elections

1 EPCMDA Memory Cards, 1 Supervisor Card, 6 Voter Access Cards, 85 Paper Ballots, 1 Transfer Case(s), 1 ePollbook Case(s)

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME:
<u>Mary Smith</u> Voting Location Manager <u>Sign Name Here</u> <u>Mary Smith</u> Voting Location Manager <u>Sign Name Here</u>	From: <u>Stark County Board of Elections</u> <u>3020 Regent Ave. NE</u> <u>Canton, OH 44702</u>	Date: <u>5/7/2019</u> Time: <u>8:30 pm</u>
<u>Bob Johnson</u> PEO Riderback <u>Sign Name Here</u> <u>Bob Johnson</u> PEO Riderback <u>Sign Name Here</u>		

(BACK)

Monday before the Election

It takes teamwork to run the Polling Location smoothly. Monday Set-up is very important.

The TSX machines are delivered, and the Polling Location is set up. The locations that are able to complete the set-up on Monday have a much smoother prep on Election morning. **The VLM cannot do this alone and will contact PEOs to help.** The PEOs that help with Monday set-up will be compensated \$10. We appreciate the VLMs and PEOs working together as a team.

PEOs: Please return all calls or texts from the Voting Location Manager. Communication is important.

Here is what to expect for Monday Set-up:

- The VLM meets the team delivering the TSX Election Equipment. (Some locations have Friday delivery. This information is on the Polling Location information letter mailed to the VLM.)
- The VLM contacts the Polling Location the week before to confirm a time to set up the location. (Schedule the set-up time for the same time as the TSX delivery if possible.)
- The VLM contacts the PEOs to create a team that will assist with Monday set up. There needs to be one PEO per precinct to help set up the Polling Location on Monday.
- The VLM should call the BOE if any supplies are missing or there are any issues when setting up the Polling Location.
- All PEOs who work Monday will clock in and out on the ePollbook and sign the **green** Payroll card for Monday. These PEOs are compensated an additional \$10 for set-up.

Monday Before the Election/ TSX Delivery

Your Election Day equipment will be delivered to the Polling Location. This will include the TSX voting machines, Bankers Boxes containing the TSX hardware, and one **Yellow** Chain of Custody form (see next page for instructions) for each precinct at the location.

Voting Location Managers: Your Election Preparation letter has information about TSX delivery and set-up availability for your location.

The VLM should:

- Meet the delivery team at the scheduled time to receive the equipment.
 - * If the VLM is unable to meet the delivery team, someone at the location must sign the **Yellow** Chain of Custody.
 - * The person who signed must give custody to the VLM when they arrive to set up the equipment. Add an additional line to the front of the **Yellow** Chain of Custody Form to sign. **Record the date and time on the Yellow Chain of Custody Form.** The delivery personnel will leave the equipment at the polling location, even if the VLM is not present.
- Contact one PEO per Precinct from the polling location to meet for Monday set-up or during TSX delivery time. PEO phone numbers are on the location sheet. Under the guidance of the VLM, everyone works together to arrange the tables and chairs, set up voting machines and post signs. **(Do not turn the machines on.) **If you have difficulty finding PEOs to assist, please contact the BOE.**
- Have everyone clock in and clock out on Monday and sign the **green** Payroll Cards. Only use one ePollbook to clock in and clock out. **This MUST be the ePollbook used at the VAT on Election Day.** When finished with Monday set-up, clock out. Turn off the ePollbook by pressing the left side power button. Return it to its case.

The VLM keeps the ePollbooks and the Ballot Box(es) in their possession until Tuesday morning.

- Set up the TSX Machines. See page 30 for the TSX Monday set-up procedures.
- Plug in all TSX Machines for charging. **DO NOT TURN THEM ON.**

If you have any questions or need to inquire about an alternate time, please call the polling location or the Board of Elections office.

Please follow the instructions in the guide for completing Monday Set-up. Also, be sure to review ALL guidelines with your team either during Monday set-up or Tuesday before the Polling Location opens.



Monday Before the Election/ Yellow Chain of Custody

(FRONT)

VOTING MACHINE EQUIPMENT, SUPPLIES AND/OR BALLOTS CUSTODY FORM

The purpose of this form is to track the custody and location of voting equipment, including electronic poll books, supplies and/or ballots from the time the voting equipment, supplies and/or ballots leave the board of elections office until returned to the board of elections office. A signature is required whenever the equipment, supplies and/or ballots change hands or location. By signing the Chain of Custody Log, the signer is certifying that he or she took custody of the voting equipment, supplies and/or ballots or delivered it to a particular location. Whenever custody of the voting equipment, supplies and/or ballots changes, the individual transferring custody or receiving custody must examine the voting equipment, supplies and/or ballot packets to ensure that all seals are in place and that it appears to be intact and in sufficient working order as can be determined by a visual inspection.

County Name: STARK COUNTY, OHIO

Designated for:
ALLIANCE 1-A

DESCRIPTION OF EQUIPMENT

Voting Machine or Equipment Identifier, if any:
AccuVote-TSX Voting Machines

TSX Serial No.	TSX #0	TSX #1	TSX #2	TSX #3	TSX #4	TSX #5	TSX #6	TSX #7
257922	255839	251384						

Other Supplies and/or Ballots (describe by type and number):

3 PCMCIA Memory Cards

Description of condition of the Voting Equipment, Supplies and/or Ballots:

AccuVote-TSX units with Memory card installed

(The description must include the name of the voting equipment and whether a memory card or cartridge is already installed (e.g., AccuVote-TSX with memory card installed or ES&S M100 without memory card installed).)

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME:
Board of Elections delivers to: Place: <u>RODMAN PUBLIC LIBRARY</u> 512 E. BROADWAY ST.	<u>Mary Smith</u> Voting Location Manager (Print Name Here) <u>Mary Smith</u> Voting Location Manager (Sign Name Here)	Date: <u>5/6/2019</u> Time: <u>10:15 am</u>

CHAIN OF CUSTODY LOG

The Exchange of signatures on the back of this form transfers the custody of the TSX machines, Bankers Boxes and Black Suitcase(s) from the VLM to the PEO Dropoff in each Precinct. The VLM and PEO Dropoff must be sure **all signatures, dates, and times** are complete on the Chain of Custody form(s) before leaving the polling location. **Please have these filled in prior to pulling up to the receiving table at the Dropoff location.**

There is a list of TSX machines assigned to the Precinct. One PEO Dropoff must return the TSX and Bankers Boxes for one Precinct. The TSX numbers are listed on this **Yellow** Chain of Custody.

The PEO Dropoff must keep the Chain of Custody form on the passenger seat until they arrive at the designated Dropoff location.

separation of papers. This manager of a voting precinct or ballots change hands or location Log must be in the possession of the subject voting equipment,

he arrives at the polling place location and is responsible for custody of the office the polls open on Election Day. In such case, this time, along with any corresponding supplies and/or ballots in the precinct must bag along with the accompanying Directive 2012-48.

SUPPLIES AND/OR BALLOTS CHANGE HANDS OR LOCATION
SIGNING THIS FORM, YOU ARE STATING THAT YOU HAVE
LIES AND/OR BALLOT PACKETS TO ENSURE THAT ALL
RE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS
ICIENT WORKING ORDER AS CAN BE DETERMINED BY A
A PROBLEM, PLEASE IMMEDIATELY NOTIFY THE BOARD OF
INSTRUCTION.

RECEIVED BY	RECEIVED BY	RECEIVED BY
<u>Mary Smith</u> Voting Location Manager (Print Name Here) <u>Mary Smith</u> Voting Location Manager (Sign Name Here)	DROP OFF PEO WILL TAKE TSX UNITS WITHOUT MEMORY CARDS AND SUPPLIES TO DROP-OFF LOCATION.	<u>Jane Stevens</u> PEO Drop-off (Print Name Here) <u>Jane Stevens</u> PEO Drop-off (Sign Name Here)

Equipment Delivered to Drop-Off Location

Voting Machine or Equipment Identifier, if any:

3 AccuVote-TSX Voting Machines (without memory cards), Black Suitcase, Banker Boxes

TSX Serial No.	TSX #0	TSX #1	TSX #2	TSX #3	TSX #4	TSX #5	TSX #6	TSX #7
257922	255839	251384						
<u>Jane Stevens</u> PEO Drop-off (Print Name Here) <u>Jane Stevens</u> PEO Drop-off (Sign Name Here)	Carnation Mall Parking Lot 2500 W State St Alliance, OH 44601					Date: <u>5/7/2019</u> Time: <u>8:45pm</u>		

(BACK)

One **Yellow** Chain of Custody per Precinct will be delivered along with the TSX machines to the location.

The Voting Location Manager will **print their name, sign, date, and fill out the time** of the delivery of the TSX machines on the form for each Precinct in that location. The VLM must ensure the TSX serial numbers match the serial numbers on the machines delivered. If they do not, contact the BOE.

After the polls have closed, there will be an exchange of custody of the TSX machines and supplies (without Memory Cards) from the VLM to the PEO Dropoff for each Precinct. The designated Dropoff Location is on this **Yellow** Chain of Custody. Bipartisan transport is not required for the return of the equipment.

Monday Set-Up Checklist

On Monday, PEOs may remove the shrink wrap from the TSX units, stand them up on their legs, install the printer housing and plug the units in using the provided power cords. (Pg. 30)

VLM: be sure to call your fellow PEOs to assist you with Monday Set-Up.

Please note: Set-up includes installing the printer housing.

****DO NOT TURN TSX MACHINES ON!****



Clock in on one ePollbook and sign green payroll card for Monday.	
Check the supplies in the Black Suitcase(s) on the checklist. Locate VIBs Unit and headphones.	
Arrange the Check-in Table(s), Voter Assistance Table, Privacy Table and chairs.	
Set up interior ADA equipment, i.e., cones where needed (refer to VLM notebook ADA section if	
Remove shrink wrap. Stand the TSX units up in place.	
Install the VIBS unit (one per polling location) on a TSX machine that can be easily accessed. *Note: VIBS unit first, Printer cover second.* (see p. 33)	
Install the printer housing, paper roll and canister.	
Plug in machines to charge. **DO NOT TURN ON TSX MACHINES.**	
The VLM writes the TSX serial numbers on the orange Election Day Ballot Accounting Chart for TSX ballots and on the orange Election Day Equipment Record. Note: The serial numbers should match the serial numbers on the yellow chain of custody.	
Hang Signs and Maps.	
Clock Out on the ePollbook. VLM turns off the ePollbook and returns it to the case. (The ePollbook goes home with the VLM along with the paper ballots.) Do not set up ePollbooks on Monday.	
Secure the voting room.	
VLM: Familiarize yourself with Forms and Instructions in the VLM Notebook. Complete the "before Election Day" checklist.	
VLM checks email for the Absentee Update 5:00 Monday evening.	

Monday Clock-in & Clock-out on ePollbook

Payroll for Monday set-up: The VLM will have all PEOs and the VLM Assistant clock in on one ePollbook and sign the **green payroll card for Monday.**

VLM: please unpack one ePollbook only!

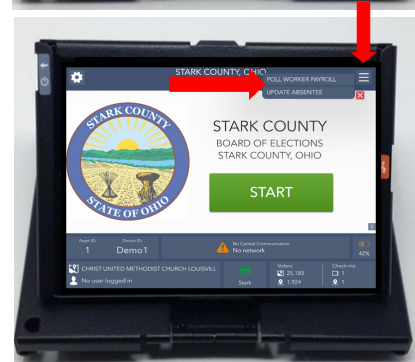
MONDAY Payroll Card
for Polling Location Set-Up
STARK METROPOLITAN HOUSING AUTHORITY
Location #6
Monday, November 5, 2018

PEO Name/Printed	PEO Signature

MONDAY
Set-UP



1. Open the Touchpad by flipping the case open (Like a book!)
2. Set the touchpad on the table with the padded feet on the table and the screen upright.
3. Press and hold the Sleep/Wake button on the upper left-hand side of the device until the Apple symbol appears on the screen.
4. If the device is locked, follow the instructions on the screen, and press the iPad HOME button to unlock.
5. Once the device is unlocked, follow the instructions on the screen, and TOUCH the EPB icon to begin.
6. To Clock in from the START screen, touch the **BLUE** menu button in the upper right-hand corner. Select Poll Worker Payroll.



Monday Clock-in and Clock-out (continued)

7. The Poll Worker Payroll screen will appear with a list of the workers in your Polling Location. If there are more than 6 workers, select the **next page** button.

8. Each worker will take a turn to find their name and touch the **BLUE CLOCK-IN** button. After touching the **CLOCK-IN** button, the worker will confirm and accept their information and click the **green YES, CONTINUE** button.

Do not choose the Riderback function on Monday.

9. Update any changes to the information before clicking to continue.

10. After verifying their information, the Poll Worker will read and sign the oath, and click the **green I ACCEPT** button.

11. If a PEO's name is not listed, select ADD WORKER, and complete all the information.

12. ****PEOs must** clock out when finished with Monday set-up.

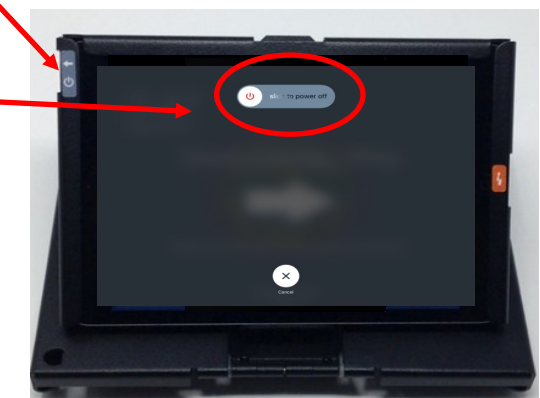
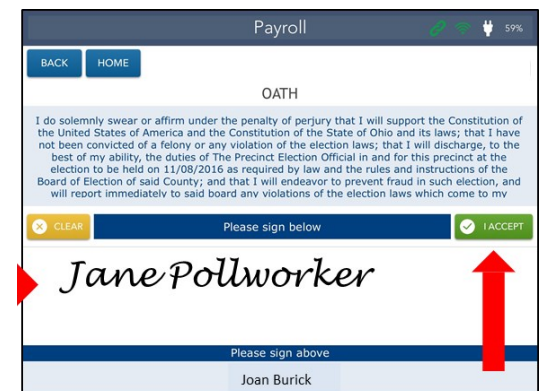
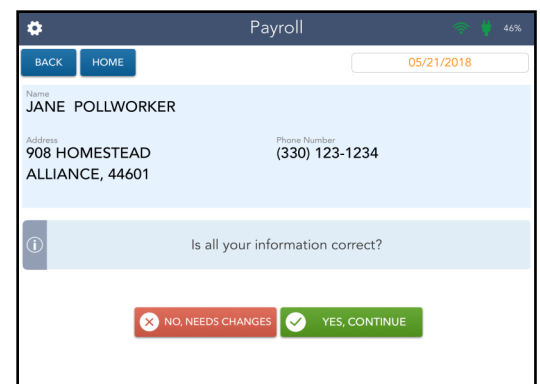
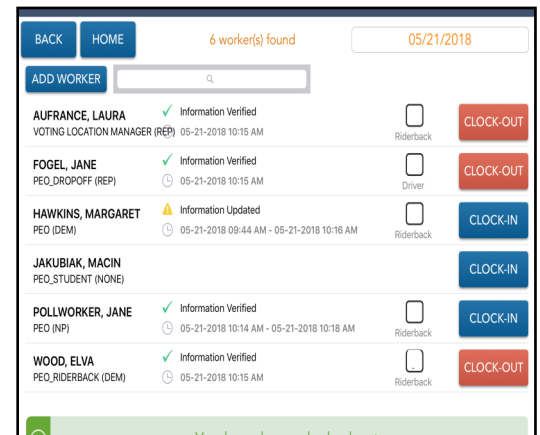
13. After all PEOs have clocked out, the VLM will do a long press of the sleep button on the side of the ePollbook. This will prompt it to shut down.

14. The screen will show **slide to power off**. VLM: Swipe the button on the screen to the right. The ePollbook screen will turn black.

15. Return the ePollbook to its case.

****The VLM keeps the ePollbooks in the case(s) with them until the morning of Election Day.**

NOTE: The ePollbook used for Monday payroll should be used at the VAT on Tuesday.



Location Set-Up

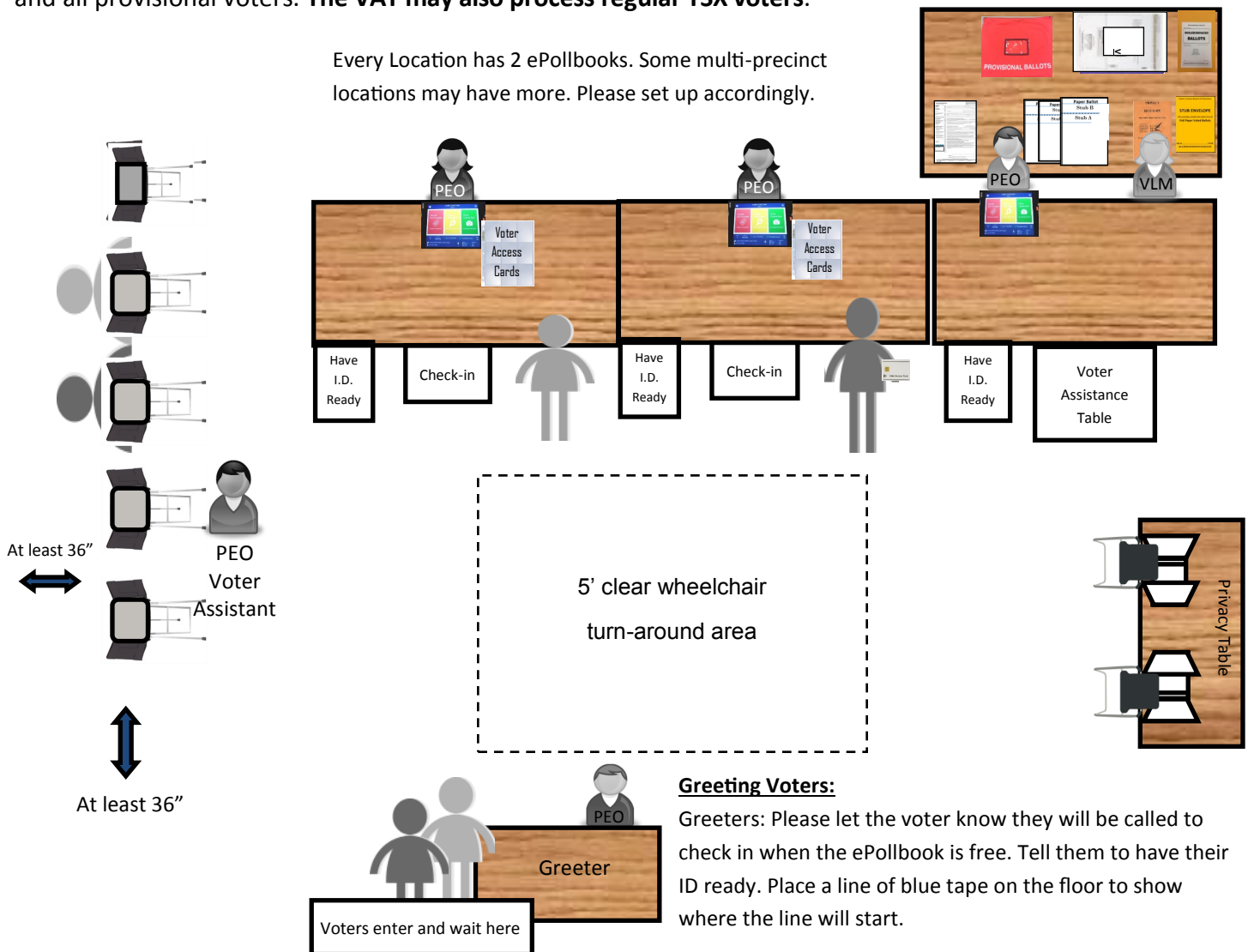
Set up the polling location room with voter privacy, access to outlets and ADA compliance in mind.

Keep accessibility in mind when setting up tables and voting machines in the polling location:

- The path from the accessible door to the check-in table needs to be unobstructed and at least 36" wide.
- No objects should be on the floor in front of the table.
- The path from the Check-in table to the TSX units, the Voter Assistance table and the Privacy Table should be at least 36" wide and unobstructed.

Check-in: A PEO will check in voters with Proper ID on the ePollbook and issue a Voter Access Card for the TSX. If a paper ballot is required, the PEO will refer them to the Voter Assistance Table.

Voter Assistance Table: The VLM and a PEO of the opposite party will handle **all** paper ballots. ***Every paper ballot must be processed through the ePollbook.*** This includes regular voters who choose a poll paper ballot and all provisional voters. **The VAT may also process regular TSX voters.**



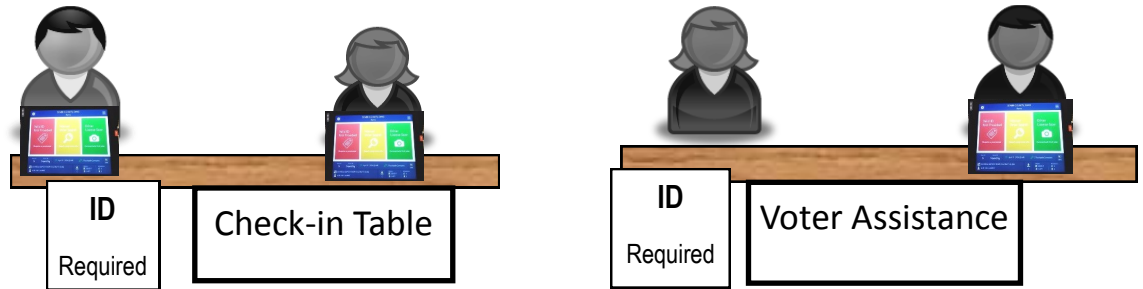
Greeting Voters:

Greeters: Please let the voter know they will be called to check in when the ePollbook is free. Tell them to have their ID ready. Place a line of blue tape on the floor to show where the line will start.

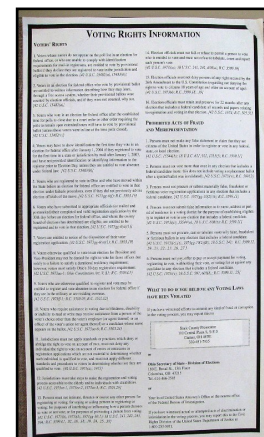
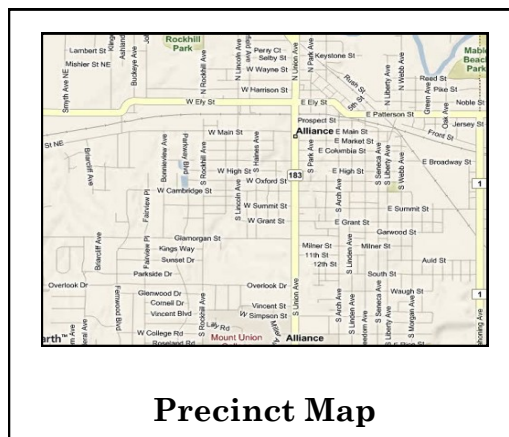
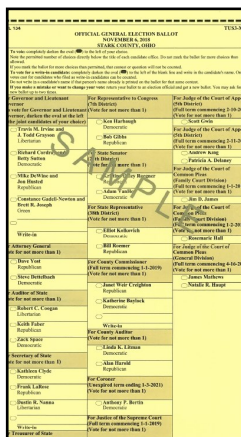
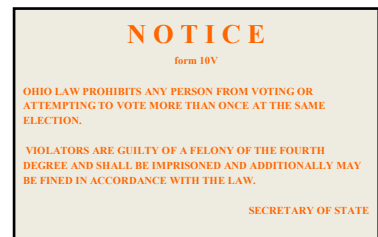
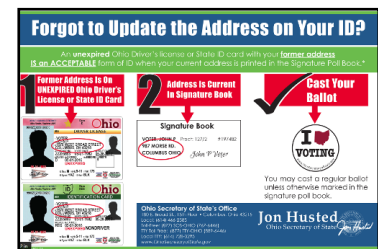
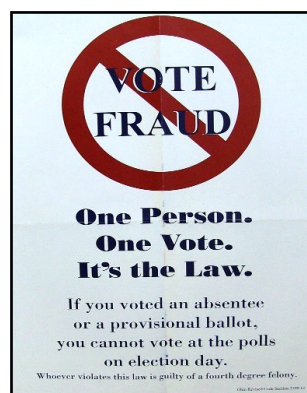
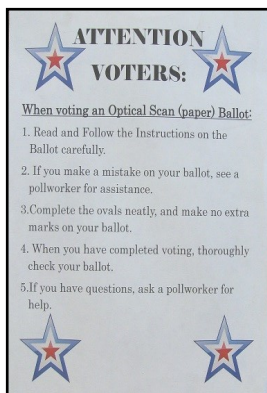
NOTE: The check-in table is for TSX voting. The VAT is for all paper ballots, voters who request a paper ballot and voters who vote provisionally. *The VAT may also process Regular Voters for TSX voting.*

Signs for the Location

Hang these signs on the front of the Check-in Table or VAT.



Hang these signs on a wall near the Check-in table.



****Note:** The location will display all of the Precinct Maps provided, the sample ballot(s), and a copy of each of the remaining signs. A statewide issue poster may be provided for some Elections.

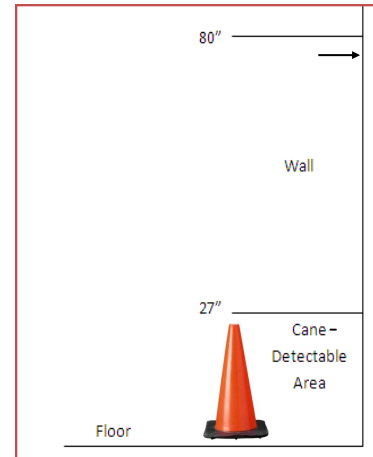
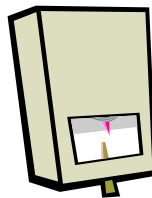
ADA-Compliant Locations

Non-Cane-Detectable Objects

Many visually impaired individuals use a cane to detect objects in their path. Only objects between the floor and 27" high can be detected by a cane. Items that protrude from the wall more than 4" and are between 27" and 80" high are dangerous to visually impaired voters. To prevent injury on Election Day, any items in the polling location that are not cane-detectable will be marked with a cone. The cone will prevent the voter from bumping into the protruding object.

Common Items That Protrude From the Wall

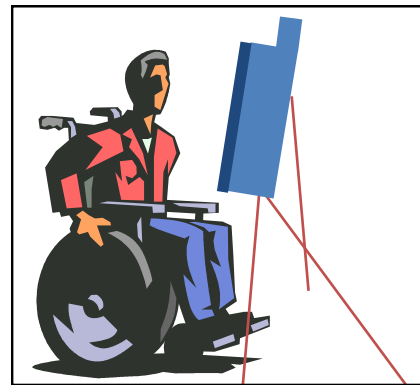
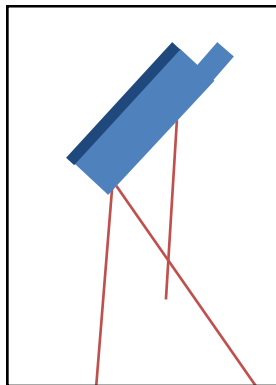
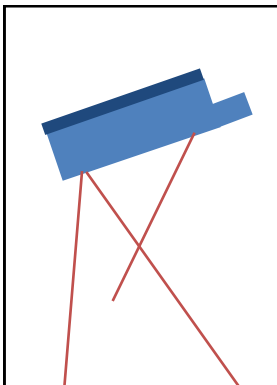
Coat Racks/Hooks, Thermostats, Fire Extinguishers



TSX Touch Screen Adjustment

The touch screen can be adjusted in three positions:

- 1 Position at initial set-up.
- 2 Position used for Printer Housing Installation and voting throughout the day.
- 3 PEOs should adjust the unit to this position to accommodate any voter in a wheelchair or anyone who needs to vote while seated.



TSX Audio Ballot and Large Text

- The text size on the TSX screen may be increased by selecting increase text size on the TSX screen for a visually impaired voter.
- Every Polling Location is provided with a TSX VIBs Unit that is able to play an audio ballot for a voter who is visually impaired. The Audio Ballot is created when the voter checks in on the ePollbook. See page 64 for directions on how to create an Audio Ballot with the ePollbook.



Assisting Voters with Disabilities

Always identify yourself as a Precinct Election Official and be patient.

Voters needing assistance reading/marking the ballot due to blindness, disability or illiteracy may ask for assistance from the individual of their choice with the exception of: their employer, an agent of their employer, an officer or agent of their union, a candidate on the precinct's ballot.

Voters may also receive assistance from two PEOs, each from a different political party.

VOTERS WHO ARE IN WHEELCHAIRS OR HAVE MOBILITY IMPAIRMENTS

- Make sure chairs are available for the disabled, ill, elderly or pregnant.
- Do not push or touch a person's wheelchair without prior consent.
- Do not lean or hang on a person's wheelchair. Adaptive equipment is an extension of the body and part of personal space.
- When speaking with someone in a wheelchair, place yourself at eye level by sitting or kneeling so that they don't have to look up at you to communicate.
- Ask before helping. Grabbing someone's elbow might throw them off balance. Opening the door for someone leaning on a door might cause them to fall.
- Fasten mats and throw rugs securely, or move them out of the way.
- Keep floors as dry as possible on rainy or snowy days.
- Keep the ramps and wheelchair-accessible doors to the voting location unlocked and barrier-free.

VOTERS WHO HAVE SPEECH OR HEARING IMPAIRMENTS

- Gently tap a person who has a hearing impairment on the shoulder, or wave your hand to get their attention. Face the voter at all times, and keep your face in full light. They may be able to read lips.
- Follow the voter's cues to determine whether speaking, gesturing or writing is the most effective method of communication.
- Listen carefully and never pretend to understand; instead repeat what you understood and allow the person to respond. Ask questions that require only short answers or a nod of the head.
- Do not shout. Your facial expressions, gestures, and body movements can aid in understanding.

VOTERS WHO ARE DEAF

- Gently tap a person who is deaf or has a hearing impairment on the shoulder, or wave your hand to get their attention.
- When speaking to the voter, do so calmly, slowly and directly. Do not shout or exaggerate.
- Communicate in writing, if necessary.
- If you are not understood at first, repeat or rephrase your thought.

VOTERS WHO ARE BLIND OR VISUALLY IMPAIRED

- Ask if you may be of assistance and verbally offer your arm to the voter. If assistance is accepted, gently place your arm under the hand of the voter rather than taking the voter's arm.
- If the voter has a guide dog, walk on the opposite side of the voter from the dog. Do not feed, pet or otherwise distract the dog without the permission of the owner.
- When giving verbal directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel. For example, "The precinct table is at 3:00; we are processing voters there."
- Let the voter know if you are going to leave them.
- Offer large text or a VIBs ballot on the TSX to anyone who is visually impaired. Offer the magnifier sheet for paper ballots.
- Remember that visual impairment or blindness does not equal hearing impairment. Do not shout.

Election Day Equipment Record

The **orange** Election Day Equipment Record is used on Monday set-up and Election Day. This form can be found in the VLM Notebook.

At Monday set-up:

- ◇ Fill in all TSX serial numbers.

On Tuesday morning:

- ◇ Record the canister lock numbers.
- ◇ Record the number of voter access cards.
- ◇ Check off when the opening report is printed for each TSX.

At the close of the polls:

- ◇ Check off as you print each of the three closing reports for every TSX machine.
- ◇ Remove Memory Cards.
- ◇ Fill in transfer case lock number(s).
- ◇ The VLM and a PEO of the opposite party sign this form when all fields are recorded.
- ◇ Place the completed form in the front pocket of the VLM Notebook.

[illegible][illegible]

Ballot Accounting Charts

The Ballot Accounting Chart is a very important document. The VLM will use this form for Accountability at closing. On Election Night, the Board of Elections also uses the information provided on this form when it is returned in the front pocket of the VLM Notebook.

Monday set-up:

- Record the Serial Number for each TSX unit on the **orange** Ballot Accounting Chart.

On Election Day:

- Throughout the day use the soil/deface box on the Machine Totals side to keep track of how many TSX Ballots you soil/deface. Place a hash mark for each soiled/defaced TSX ballot. At the end of the day, record the total in the Total box.
- At Closing, after your last voter and before you begin to shut down the voting machines, record on the Machine Totals side the number of votes that were cast on each TSX unit.
- **Be sure to total all of the columns on the form.** This information will be used by the VLM for ePollbook accounting.
- **After the machine totals are completed, fill out the Paper Ballots side of the Ballot Accounting Chart by counting the used and unused ballots. Count all soiled/defaced ballots, and record the totals on the form.**
- **The VLM will use the completed Ballot Accounting Chart to do the Accountability on the ePollbook.**
- When finished, completed forms go in the front pocket of the VLM Notebook.

If the accounting is off, please note why it is off in the Notes section on the Paper Ballots side of the Ballot Accounting Chart. Also record the reason for the discrepancy on the ePollbook.

Ballot Accounting Chart

May 7, 2019

Machine Totals (TSX)

Poll Location:
Precincts:

TSX Serial Number (6 digits)	Ballots Cast	TSX Serial Number (6 digits)	Ballots Cast	Total Sol/Duplicate Voter Cards
				*Use hashmark marks to keep count of voter cards you add during the day.
A. Sub Total TSX Ballots:		B. Sub Total TSX Ballots:		Add hash marks and write total # SOL/DUPICATED Voter Access Cards from: Total=
A. Sub Total TSX Ballots:		A. Sub Total TSX Ballots:		
A. Sub Total TSX Ballots:		A * B = Total TSX Ballots:		

***The Board of Elections will use this form, Section 9 b/c. Please be sure to fill in all of the information and totals. Return this completed form in the first packet of the VU/Totals pack.

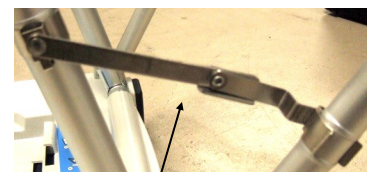
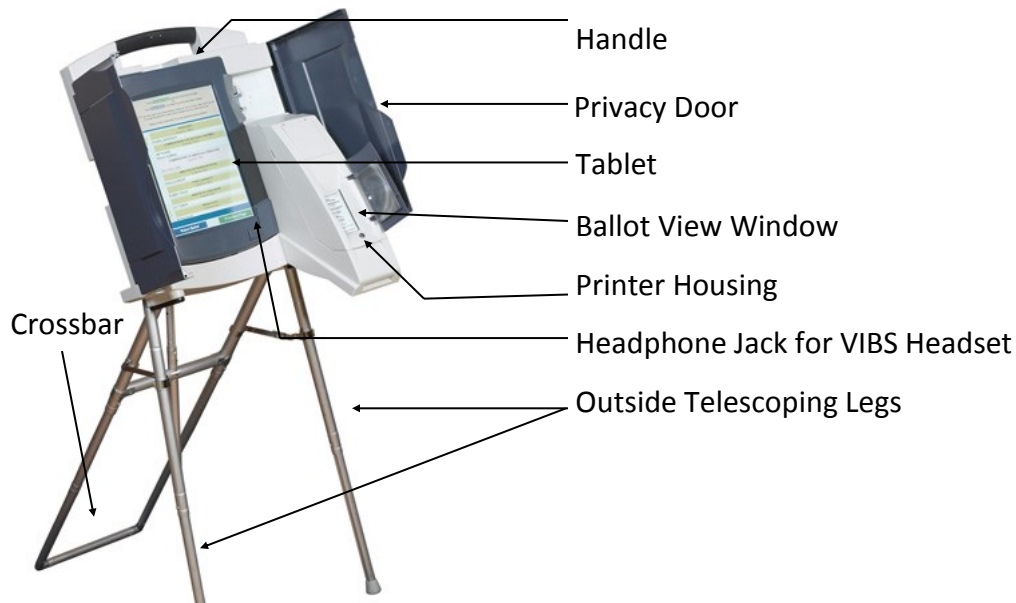
Continued →

Ballot Accounting Chart May 7, 2019		
<h1 style="margin: 0;">Paper Ballots</h1> <p style="margin: 10px 0;">Other Ballots (USED)</p>		
Poll Location:		
Provisional Ballots _____	<div style="background-color: #90EE90; border: 1px solid black; padding: 10px; display: inline-block;"> OTHER BALLOTS </div>	Poll Paper Ballots _____
Sell/Void Paper Ballots _____	17 Year Old Ballots _____	Curbside Ballots _____
<div style="text-align: center; font-weight: bold; font-size: 1.2em; margin-bottom: 10px;">Notes</div> <div style="border: 1px solid black; min-height: 100px;"></div>		
<p>We, the undersigned, hereby certify that the information recorded here is true and reflects all TSX ballots issued to voters in this poll location on this 6th day of November, 2018.</p>		
VLM Sign: _____	PSD of Opposite Party _____	

Place the completed Ballot Accounting Chart in the front pocket of the VLM Notebook.

TSX Overview and Monday Set-Up

The TSX Touch Screen Voting Machine



Leg Brace



TSX Power Cord

Male End

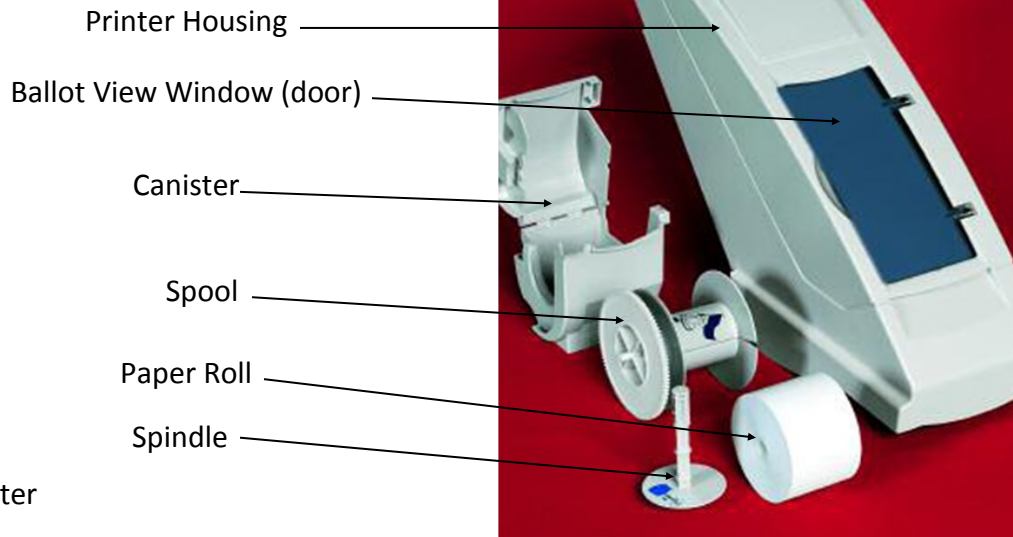


Female End

The TSX Printer Assembly Components



Printer



The TSX Visually Impaired Ballot Station (VIBS) Components



TSX Monday Set-Up

The VLM Notebook has a key for the TSX machines. **There are canisters in the Bankers Boxes with the Printer Housings for Monday set-up.** The extra canisters are in the black suitcase if needed on Election Day. Please set up all TSX machines. Install the canisters in each Printer Housing. The transfer cases contain the Supervisor and Voter Access cards and may NOT be unlocked Monday night.

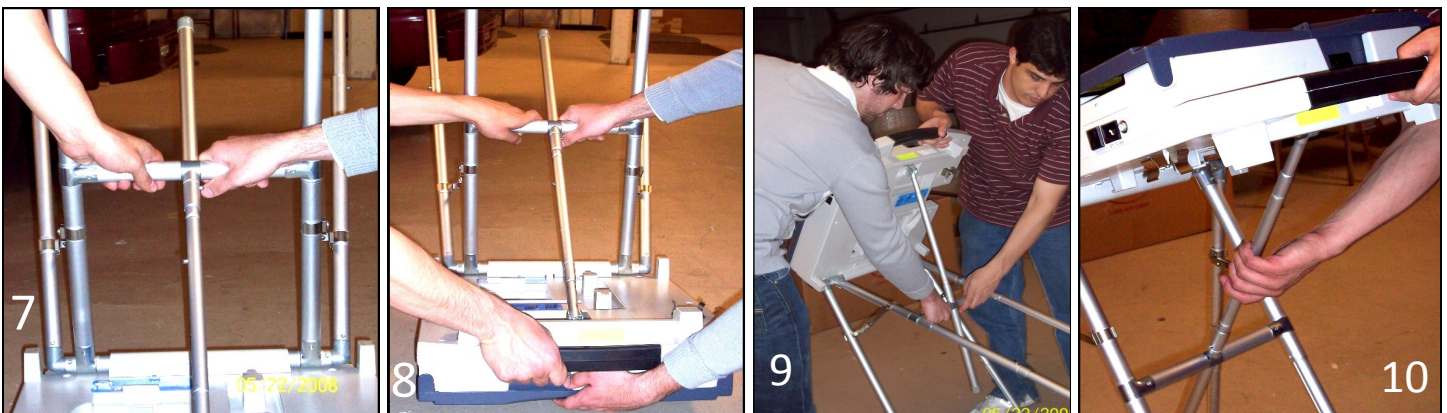
1. Lay unit down on its Privacy Doors. (picture 1)
2. Grasp outside telescoping legs, pulling them away from the unit until you hear two “clicks.” (You may need to place your foot gently on the unit while pulling leg.)
3. Fully extend each of the two outside telescoping legs by pulling on the end of the leg until you hear one “click.”
4. Fully extend the center leg by pulling on the crossbar until you hear two “clicks.”
5. (Picture 2 shows both the outside telescoping legs and center crossbar fully extended.)
6. Finally, secure the leg brace on each side as shown.



Stand Unit Up (2 PEOs)

Two PEOs should work together to raise each unit safely.

7. Each PEO should grasp the center support bar with one hand.
8. One PEO should grasp the top handle, while the other holds a hand over the privacy doors.
9. Working together, the PEOs should lift the unit up and pivot until the unit comes to rest on its legs.
10. Standing behind the TSX unit, place your foot on the center bar. Hold the top handle with one hand and slide the other hand down the center bar until you feel a pin. Press the pin in, and pull up on the TSX handle until you hear one “click.” This will raise the TSX screen to the proper height for printer hardware installation and voting.

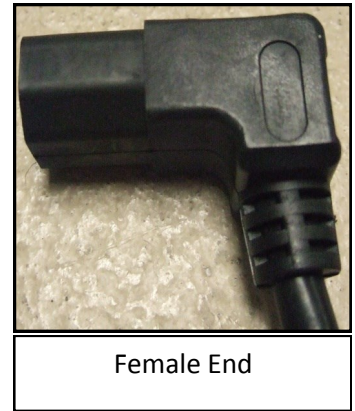


Monday Set-Up (continued)/ Daisy-Chain the TSX

All TSX machines are set up together by location. However, keep the TSX machines for each Precinct next to each other. This will make it easier for the return of the TSX machines by Precinct with the PEO Drop-offs at the end of Election Day.

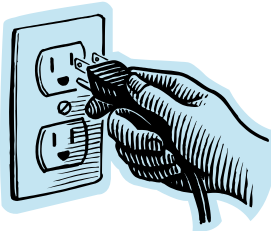


Male End



Female End

The TSX units are daisy-chained (plugged into each other in a line) to provide power to each unit. Each chain can consist of no more than six units. Space the units at least 24" apart.



11. Starting at the wall outlet, insert the male end of the cord.



12. Plug the female end into the TSX unit that is closest to the wall outlet.



13. Plug the male end of the second cord into the unit.

* Check for a **green** light at the top left corner of each TSX to indicate there is power to the TSX unit.

Continue this process down the line of units. Do not make a chain of more than 6 units.



← 24" →



← 24" →



- Arrange the TSX units so that voters will not trip over the power cords.
- **Use blue tape to secure any cords that touch the floor.**
- Do NOT plug any other items into the TSX units.

Monday Set-Up (continued) / Installing the VIBS Unit

On Election Day, visually impaired voters are assisted by the Visually Impaired Ballot Station (VIBS) equipment. In each polling location, there will be a numbered keypad and headset for an accessible TSX machine. A VIBS-enabled TSX machine will be available to voters in every Polling location in the county. (The keypad and headset will be in a Black Suitcase for the polling location. The Suitcase is marked with a small bright **green** label.)

The VLM will designate a PEO to have the important job of installing the VIBS unit when the TSX machines are being set up. This VIBS-enabled TSX unit must be ready when the polls open to voters on Election Morning.

Voters in each Location who need the VIBS equipment will vote on the designated VIBS TSX unit. The PEOs will create a VIBS ballot for them using the ePollbook (page 64). After the PEO at the Check-in Table creates their ballot, the voter should be taken to vote on the VIBS TSX unit.

Important: You MUST install the VIBS keypad before installing the printer hardware.



14. Locate the VIBS keypad. (The keypad and headset will be in a Black Suitcase for the polling location. The Suitcase is marked with a small bright **green** label.)

15. Open gray Privacy Doors.

16. Press the black button at the top of the tablet, and tilt the tablet away from the base.

17. Insert the Data Connection Plug into the socket on the back of the tablet.

*Notice that the shape of the plug corresponds to the shape of the socket. The cord should lead out to the right of the tablet.

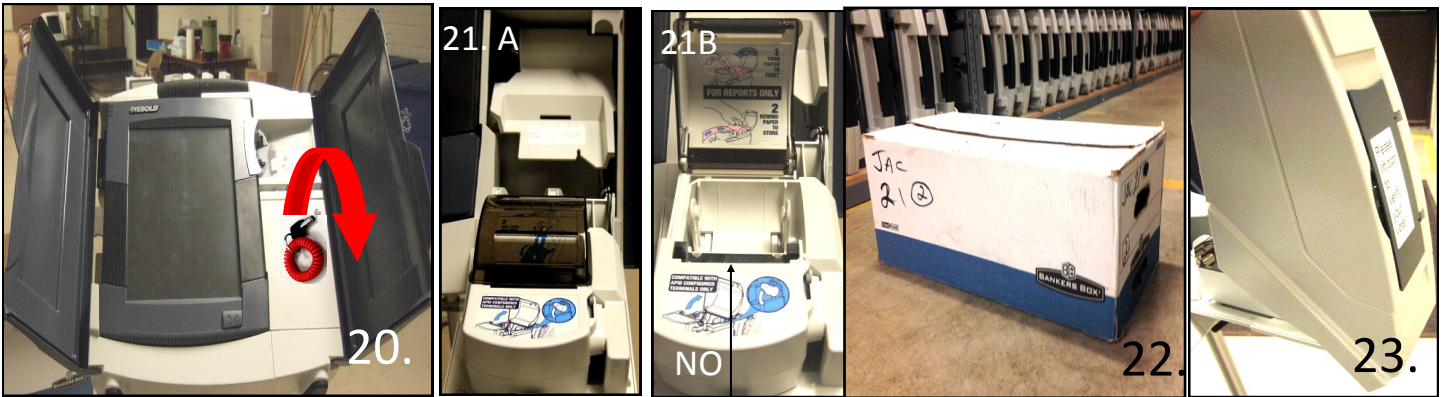
18. Lower the tablet back into place, and guide the VIBS unit cord into the channel above the Printer Access Door.

19. Plug the Headset in earport on the front of the TSX tablet. Hang the headset on the right Privacy Door.

The rest of the VIBS equipment set-up will be completed Election morning (page 53).



Monday Set-Up/ (continued)



20. Use the key to unlock and open the Printer Access Door. (A key is located in the VLM Notebook.)

21. Examine the printer. The smoke-colored cover should be CLOSED as shown in picture A.
(Picture B shows the smoke-colored cover open.)

22. Remove the Printer Housing from the Bankers Box.

23. Hold the Printer Housing so that you can read the label “Please lift door to verify vote.” Place your hand under the bottom edge of the Printer Housing and locate the lip. Rest the lip under the open Printer Access Door. Rest the Printer Housing back against the unit. (It will not “click” during this step.)



24. Open the Printer Housing Door.

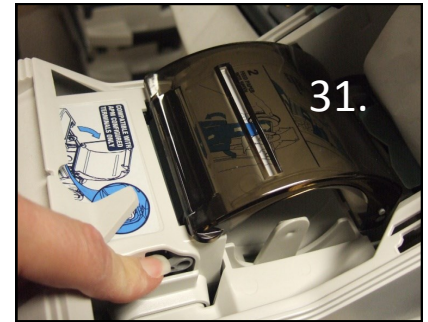
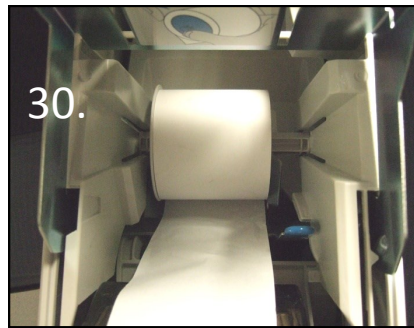
25. Using both thumbs, press down on the bar that is labeled “PRESS FIRMLY TO LATCH.” You will hear a loud “click.”

26. Locate the metal plate (brass or silver in color). Lift it up (like an awning over the printer).

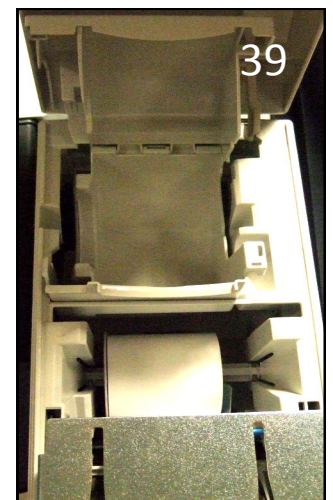
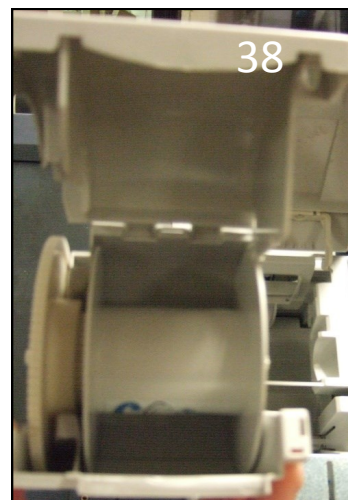
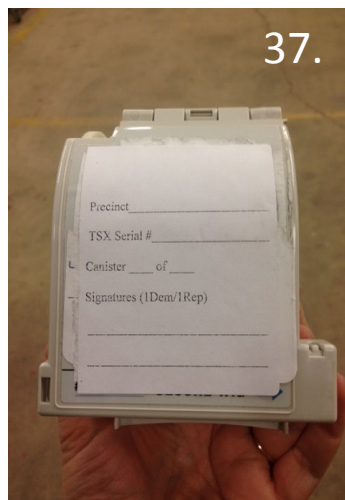
27. Locate Blue lever above the smoke-colored cover.

28. Press the lever back to secure the Printer Housing.

Monday Set-Up/ (continued) Loading the Paper

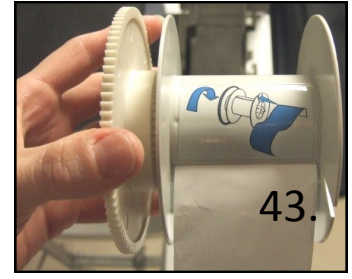
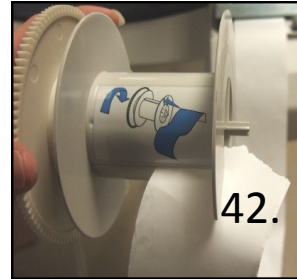
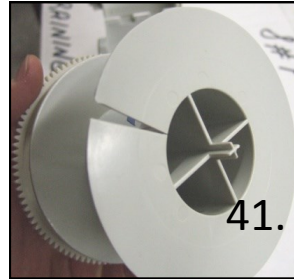
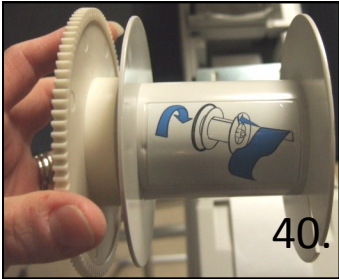


29. Locate the paper roll, tear off 2 feet of paper and discard. Hold the roll of paper with the plastic disc on the left side and the paper falling down behind the roll.
30. Drop the roll into the V-shaped slot under the metal plate (which was raised on previous page).
31. Locate the release lever for the smoke-colored printer cover on the right side.
32. Press the lever. The cover should be unlatched, but not open.
33. Insert the end of the paper. Lift up on the printer cover, and pass the paper through the slot. Pull 3 feet of paper through (as shown).
34. Center the paper, so that it will not become pinched in the cover.
35. To latch the smoke-colored printer cover: place a thumb on **both sides** of the cover. Press firmly until you hear a "click." ***You MUST press on **both** sides of the cover.
36. Lower the metal plate.
37. Locate the Canister. The spool will be inside. Hold the canister so that you can read the label. Squeeze the sides together, and lift up on the cover to open the canister.
38. Remove the spool.
39. Place the open, empty canister in the opening above the metal plate.

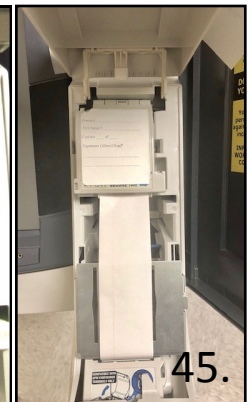
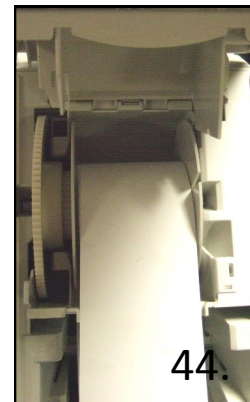


Monday Set-Up/ Completing the Printer Hardware Installation

Loading the Canister



40. Hold the spool so that you can see the illustration, and the gear is on the left side.
41. Insert the straight edge of the paper into the V-shaped slot on the side of the spool.
42. Slide the paper into slot *as shown* (below). Do NOT fold the end of the paper, and do NOT use tape.
43. Roll paper onto the spool, toward the unit.
44. Drop the spool into the open canister.
45. Close the canister door.
46. *Do NOT put the red lock on the canister at this time. You may need to access the paper during the Printer Testing process.



Congratulations! You have successfully installed the Printer Hardware.



Stop! This is as far as you can set up the machines on Monday.



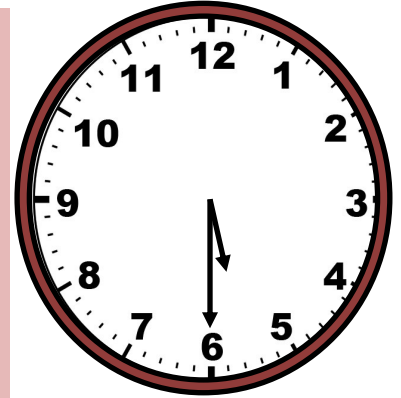
Tuesday, Election Morning/ Preparing to Open

It's 5:30 am on Election Day. All PEOs report to their assigned Polling Location.

It is important to be on time to prepare to open the polls.

The VLM, VLM Assistant and all PEOs report to their assigned Polling Location at **5:30 am**.

During this one hour before the polls open, all PEOs work as a team directed by the VLM to finish the set-up of the polling location and the voting equipment. The polling location must be open and ready for the first voter at 6:30 am.



- VLM: use the opening checklist to be sure all tasks are completed.
- The VLM and VLM Assistant will assign PEOs to opening duties.
- PEOs: Use your Election Day Guide to assist you with the duties that the VLM assigns to you.
- Everyone works as a team.
- Be sure that all forms are filled out completely.
- PEOs: If you are unsure of any instruction, ask the VLM or VLM Assistant for help.
- The VLM will set up the ePollbooks.
- All PEOs must clock in but do not clock out on Election Day.
- **The polling location must be open for voters at 6:30 am.**

Election Morning/ Checklist

Please be sure all Monday Set-up tasks on page 21 are completed before continuing.



VLM	Assign PEOs to job duties.	
VLM	Pink and Yellow Chain of Custody form(s) have been signed.	
VLM	Unpack and do mandatory Set-up of MiFi, ePollbook(s), and Printers for the Check-in Table(s) and the VAT (pages 40-41).	
VLM	Tape the manila-colored envelope to the VAT at the ePollbook.	
VLM	VLM reads the Oath in the VLM Notebook. (It is also on the ePollbook payroll screen.)	
All	<p>Clock in and sign <u>both</u> the payroll on the ePollbook (pages 46-47) and the green payroll sheet (found in the VLM notebook). Correct PEO address or phone number if necessary.</p> <p>(The VLM confirms the PEO Riderback is of the opposite political party at this time. Make sure the PEO Riderback checks the box labeled Riderback, and the PEO Dropoff checks the box labeled “Driver” on the ePollbook.</p>	
VLM	If a PEO is absent, create an incident report (page 91).	
VLM	Update Absentee Voters by scanning the barcode in the ePollbook at the VAT (page 45).	
PEOs Assigned by VLM	Follow the instructions in this guide to finish the set-up of the TSX voting machines (pages 51-53) and attach the red canister locks. <i>If the location was unable to set up Monday, begin with Monday TSX set-up instructions first (pages 30-36).</i>	
PEOs Assigned by VLM	2 PEOs of the opposite party sign the zero report tape on each TSX unit during the set-up process.	
VLM	Verify all TSX unit touch screens display “Insert Card to Begin Voting”.	
VLM	All Printer Housing doors are locked.	
VLM	All Memory Card Doors are locked	
PEO Assigned	Place the Flags 100’ from door (one set per polling location).	
PEO Assigned	Make sure all signs are in proper locations.	
PEO Assigned	Post the Blue Voter List (found in the front pocket of the VLM Notebook).	

Election Morning/ Checklist (continued)

The following items are on the Check-in or Voter Assistance Table (VAT):



Ck-in / VAT	ePollbooks and Printers have been set up	
VAT	The manila-colored envelope has been taped to the table near the ePollbook	
Ck-in/ VAT	Voter Access Cards in the Clear Plastic Baseball Card Sleeves	
VAT	ePollbook zero report from each ePollbook (placed in VAT envelope)	
VAT	Paper Ballots for Poll Paper and Provisional	
VAT	Privacy Envelopes, clear Poll Paper ballot bag and stub envelope	
VAT	Provisional Envelopes, orange Provisional ballot bag	
VAT	Provisional Ballot Notice Forms	
VAT	Soiled/Defaced Ballot Envelope	
VAT	Orange Ballot Accounting Chart to mark any soil/defaced TSX ballot during the day	
Ck-in / VAT	PEO Election Day Guide	
Ck-in / VAT	PEOs working at ePollbooks log in with their name and are prepared to process voters	

PEOs Present:			The VLM calls creates an incident report if there is an absent PEO. If the VLM needs help, they may call: (330) 451-7515	The time is 5:30 am.
VLM	VLM Assistant (Locations with 3 or more Precincts)	All PEOs		

Unpacking and Setting Up the ePollbook(s)

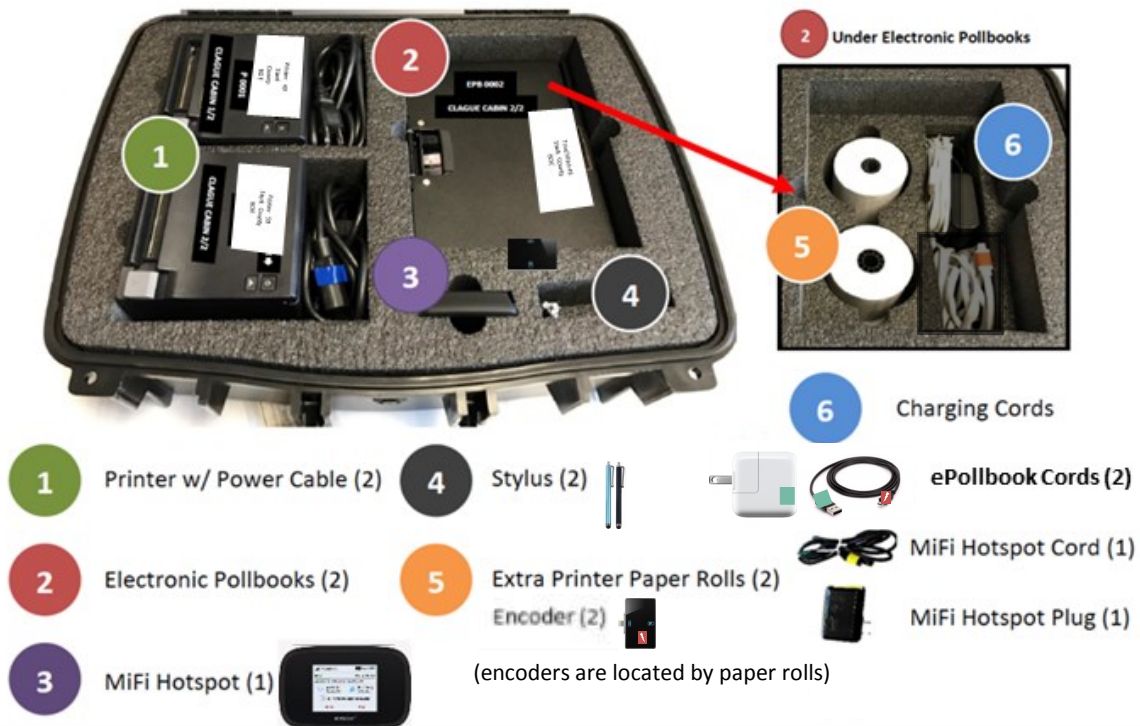
Step 1: Unpacking the Case

- Open the case(s) by unlatching the locks.
- Set the ePollbooks on the table.
- Set the printers on the table.
- Verify that the printer and ePollbook names and numbers match.
- Remove all additional items: MiFi, cords, cleaning cloth and styli.



If anything is missing or isn't in working order, be sure to contact the Board of Elections.

Electronic Pollbook Transport Case Diagram



Mandatory Set-Up Sequence-VLM

1



(You MUST follow the mandatory set-up sequence in the ePollbook case. The ePollbook may not function correctly if these steps are not followed.)

Step 1: Turn on the MiFi (one per location).

- A. Hold down the power button until you see the MiFi screen illuminate.
- B. Plug in the MiFi using the micro USB cord in the pocket of the carrying case.

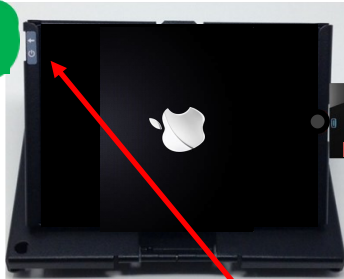
2



Step 2: Turn on the matching printer

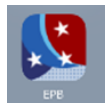
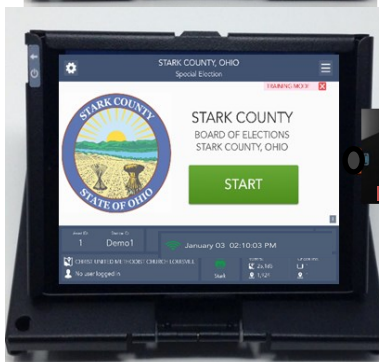
- A. Plug in the matching printer.
- B. Press the power button on top of the printer.
- C. When it is turned on, you will see one steady blue light on the front of the printer.

3.



Step 3: Set up and plug in the Touchpad.

- A. Open the Touchpad by flipping the case open like a book!)
- B. Set the touchpad on the table with the padded feet on the table and the screen upright.
- C. Insert the encoder on the right side of the ePollbook and attach the cord at the bottom of the encoder. (Do not Plug into the Power strip!)
- D. Press and hold the Sleep/Wake button on the upper left-hand side of the device until the Apple symbol appears on the screen.
- E. If the device is locked, follow the instructions on the screen and press the iPad HOME button on the screen to unlock.
- F. Once the device is unlocked, follow the instructions on the screen and TOUCH the EPB icon to begin.
- G. The APP is open, so you may NOW plug the ePollbook into the power strip.



Getting to Know the ePollbook

The *SLEEP/WAKE* button is the power button.

A *LONG PRESS* of the Sleep/Wake button, when the power is off/on, will turn the unit ON or OFF.

A *SHORT PRESS* of the Sleep/Wake button will put the unit to sleep.



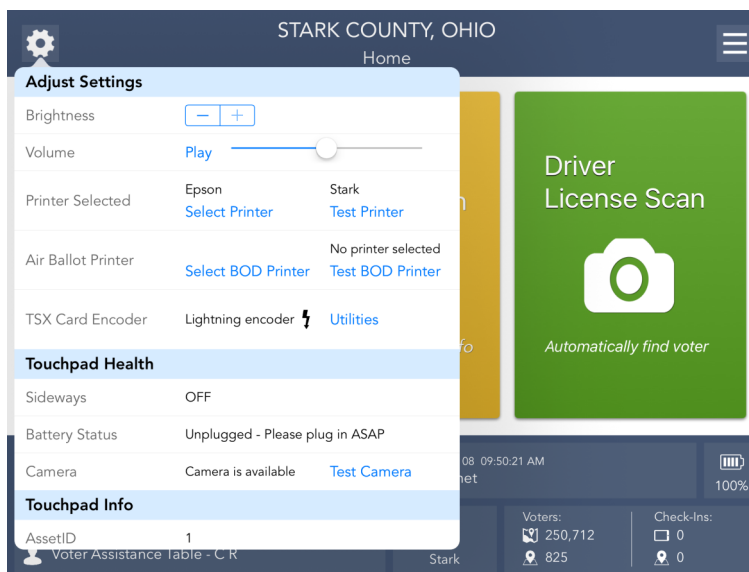
*The Stylus has a tether cord. Insert the tip in the small earphone jack on the lower left side of the ePollbook.



The Troubleshooting Menu is in the upper left corner of the ePollbook software on ALL screens.

Troubleshooting Menu:

- ◆ Brightness
- ◆ Volume
- ◆ Printer Selection
- ◆ Test Printers
- ◆ Save Printer Selection
- ◆ Test Card Encoder
- ◆ Sideways Communication
- ◆ Battery Status
- ◆ Test Camera
- ◆ View ePollbook info
- ◆ View Device info
- ◆ View Wireless info



Testing/ Troubleshooting the Encoder/ VLM

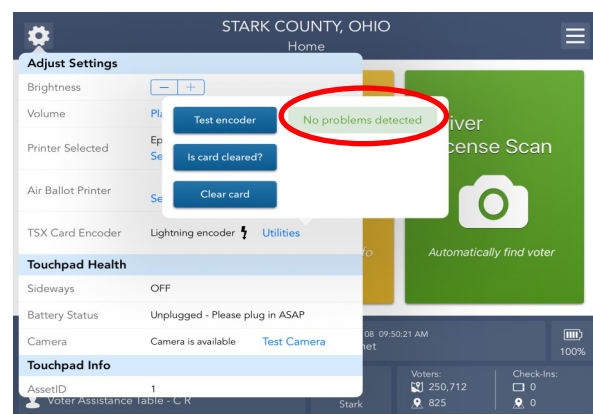
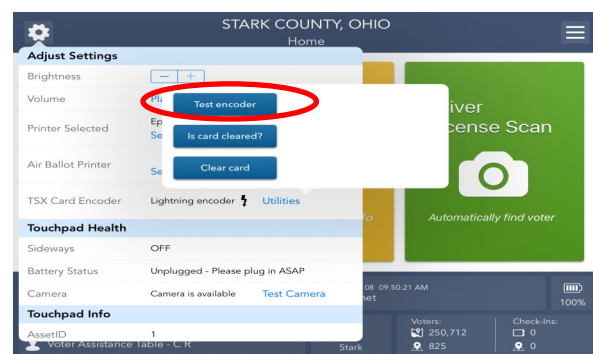
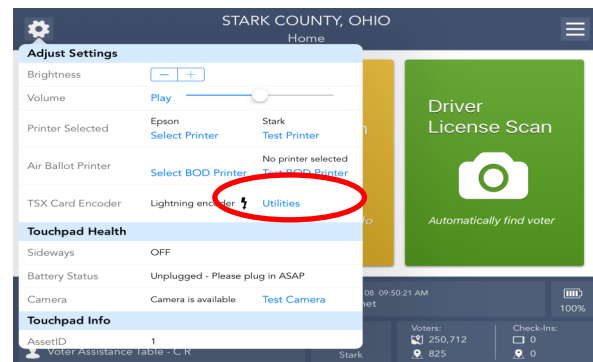
Testing the encoder at set-up:

After following the mandatory set-up, it is very important to test the encoder right away.

1. On the troubleshooting menu, select Utilities. It is located next to TSX Card Encoder.
2. A box with three options pops up. Select Test encoder.
3. If you see **No problems detected** in **green**, the encoder is ready to encode voter access cards.
4. If you see **Encoder is not communicating** in **red**, check to make sure the encoder is inserted in the port correctly. (Make sure it is not between the port and the case.)
5. If the encoder is inserted correctly, but you still have this error, follow the steps below to restart the encoder.

Troubleshooting the encoder. If the encoder is not working after set-up or quits working throughout the day:

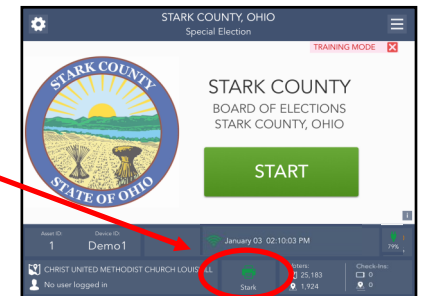
1. Make sure the encoder is inserted in the ePollbook port correctly.
2. If the encoder is inserted correctly but still is not working, remove the encoder.
3. Remove the power cord to the encoder.
4. Insert the encoder into the ePollbook (without the power cord).
5. Insert the power cord into the bottom of the encoder.
6. **The encoder should restart and function. If it does not work properly, contact the BOE.**



Troubleshooting the Printer

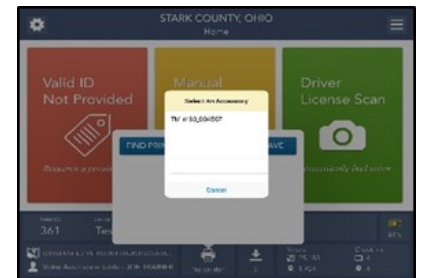
There is a printer symbol at the bottom of the ePollbook screen.

- A **green** status indicates a printer is connected.
- A **yellow** status indicates a printer has been connected but currently is not.
- A white status indicates a printer has never been connected.



Verify the printer is properly plugged in and shows a blue light (not an amber light). Touch the **yellow** or white printer icon to enter the printer connection settings and complete steps 1-6 below:

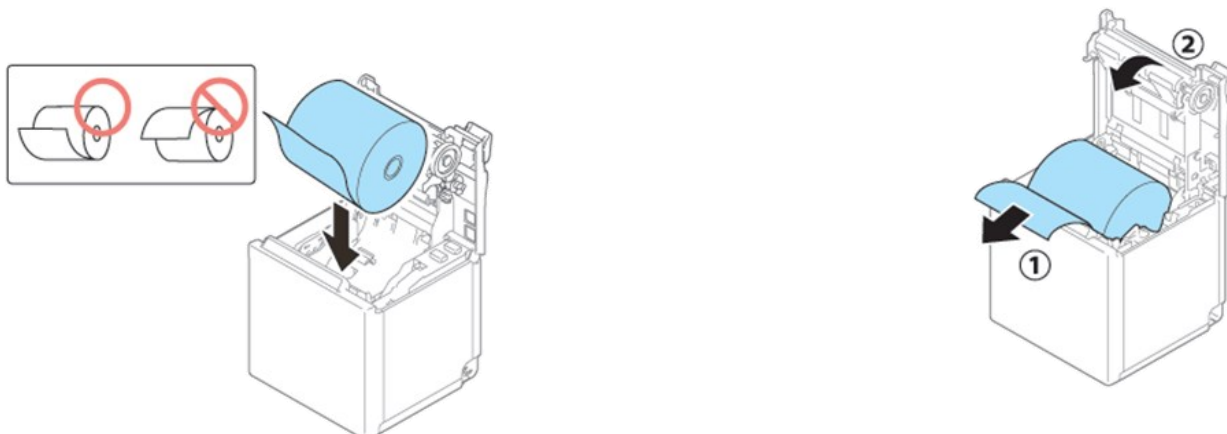
1. Touch Find Printer.
2. The Select and Accessory window will appear.
3. Touch "PRINTER ####" from the list.
4. Touch TEST - The printer will print a test report confirming it is connected properly.
5. Touch SAVE.



Replacing the Printer Paper

There are 2 buttons on the top of the printer. One is the power button, clearly indicated with a POWER label. Two is the paper feed.

If you need to change the printer paper, use the gray button to lift the top to expose the used paper roll. Remove the roll. Insert a new roll by simply dropping it in place. Then close the lid. The paper will automatically feed and cut. If it doesn't, reo-



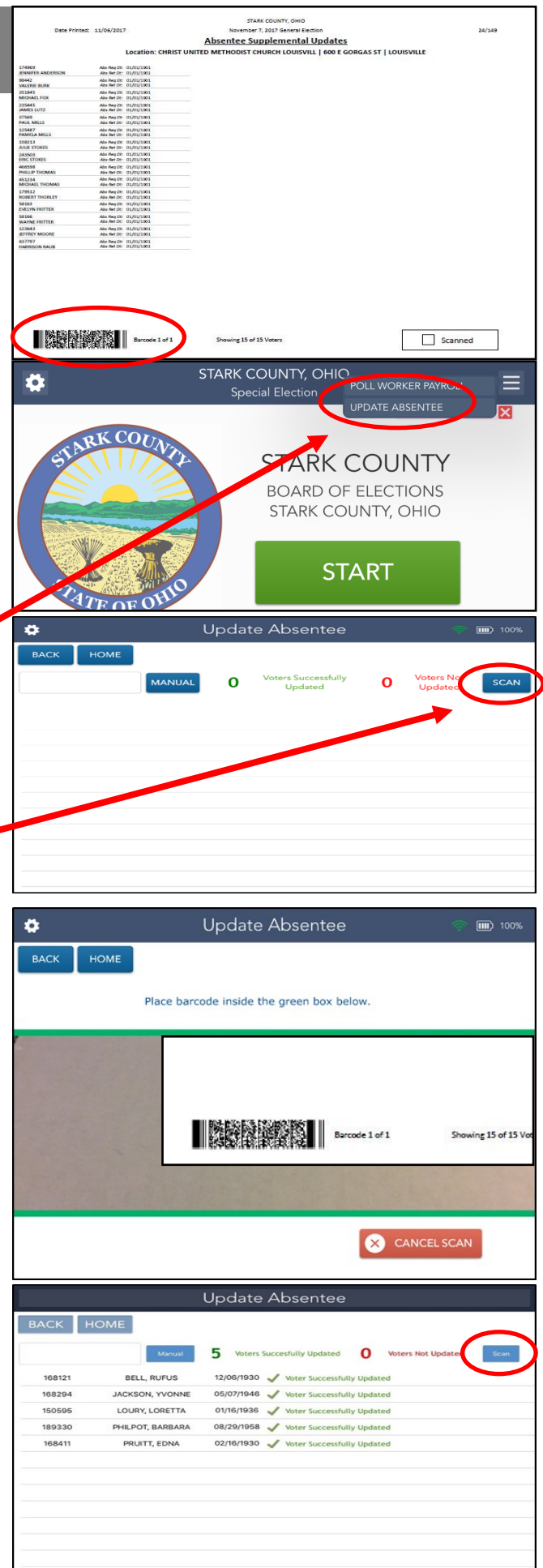
Updating Absentees/ VLM

To update the Absentee List, the Board of Elections will email the Absentee updates to the VLM on the Monday evening before the Election. The VLM can print these or use a smart phone to display the barcode(s) on the update to scan.

Every barcode must be scanned in the ePollbook. Each barcode holds up to 50 voter updates. A location may have more than 1 barcode if there are more than 50 Absentee updates.

Use the scannable Absentee barcode to update the ePollbook. Follow the instructions below:

1. Select Update Absentee from the **blue** menu on your Home Screen or Start Screen.
2. The Update Absentee screen will appear. Touch the **blue** SCAN button to begin scanning your Absentee barcode(s).
3. The camera screen will appear. Hold your first Absentee barcode in front of the camera until it scans.
4. Once the barcode has scanned, you will arrive back at the Update Absentee screen where you will see a list of the voters that were updated. If you have multiple barcodes, touch SCAN again and scan your next barcode.
5. Continue this process until all of your barcodes are scanned.



Payroll and Oath at the VAT

Election Day: The VLM will set up the ePollbooks.

Every Election worker will sign the **green** payroll sheet and clock in at the VAT on Election Day.

To Clock in from the START screen:

1. Touch the **blue** menu button in the upper right-hand corner.
2. Select Poll Worker Payroll. The Poll Worker Payroll screen will appear with a list of the workers in your Polling Location. If there are more than 6 workers, select the next page button.
3. Each worker will take a turn to find his or her name and touch the **blue** CLOCK-IN button.
4. After touching the **CLOCK-IN** Button, the worker will confirm and accept their information.
5. The Payroll screen will ask *Is all your information correct?* If it is correct, press the **green** YES, CONTINUE button.
6. If the worker's information is incorrect, select the **red** NO, NEEDS CHANGES button, and update any information changes.
7. If a PEO's name is not listed, select ADD WORKER, and complete all of the information.

Name	Role	Status	Action
AUFRANCE, LAURA	VOTING LOCATION MANAGER (REP)	Information Verified	CLOCK-OUT
FOGEL, JANE	PEO_DROPOFF (REP)	Information Verified	CLOCK-OUT
HAWKINS, MARGARET	PEO (DEM)	Information Updated	CLOCK-IN
JAKUBIAK, MACIN	PEO_STUDENT (NONE)		CLOCK-IN
POLLWORKER, JANE	PEO (NP)	Information Verified	CLOCK-IN
WOOD, ELVA	PEO_RIDERBACK (DEM)	Information Verified	CLOCK-OUT

Payroll continued

8. After the poll worker confirms their information, they will sign and accept the poll worker oath. Sign in the box provided and touch the **green** I ACCEPT button when finished.
9. Once the oath has been accepted, the worker will arrive back at the main payroll screen.
10. On Election Day, the PEO will check the Riderback box when clocking in. Three options will appear:

- a. If they are the PEO Riderback, they select Riderback.
- b. If they are a PEO Dropoff, they select Driver.
- c. If they are not assigned as a PEO Riderback or PEO Dropoff, they select Neither.

*If this designation changes, the VLM may update by unchecking a person and checking the Riderback box for the person performing the duty.

If a PEO arrives late:

1. The VLM will have them clock in by opening the payroll at the VAT by using the drop-down menu on the top right.
2. The VLM will note the name of the PEO, the time they arrived, and the reason they were late on the **green** Payroll Card.

Payroll

BACK HOME

OATH

I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge, to the best of my ability, the duties of The Precinct Election Official in and for this precinct at the election to be held on 11/08/2016 as required by law and the rules and instructions of the Board of Election of said County; and that I will endeavor to prevent fraud in such election, and will report immediately to said board any violations of the election laws which come to my

CLEAR Please sign below I ACCEPT

Jane Pollworker

Please sign above

Joan Burick

Payroll

BACK HOME 6 worker(s) found 05/21/2018

ADD WORKER

AUFRANCE, LAURA ✓ Information Verified 05-21-2018 10:15 AM Riderback CLOCK-OUT

FOGEL, JANE ✓ Information Verified 05-21-2018 10:15 AM PEO_DROPPOFF (REP) DRIVER CLOCK-OUT

HAWKINS, MARGARET ✓ Information Verified 05-21-2018 09:44 AM - 05-21-2018 10:16 AM PEO (DEM) RIDERBACK CLOCK-IN

JAKUBIAK, MACIN ✓ Information Verified 05-21-2018 10:14 AM PEO_STUDENT (NONE) RIDERBACK CLOCK-IN

POLLWORKER, JANE ✓ Information Verified 05-21-2018 10:15 AM PEO (NP) RIDERBACK CLOCK-OUT

WOOD, ELVA ✓ Information Verified 05-21-2018 10:15 AM PEO_RIDERBACK (DEM) RIDERBACK CLOCK-OUT

You have been clocked in.

Payroll

BACK HOME 6 worker(s) found 05/21/2018

ADD WORKER

AUFRANCE, LAURA ✓ Information Verified 05-21-2018 10:15 AM Riderback CLOCK-OUT

FOGEL, JANE ✓ Information Verified 05-21-2018 10:15 AM PEO_DROPPOFF (REP) DRIVER CLOCK-OUT

HAWKINS, MARGARET ✓ Information Updated 05-21-2018 09:44 AM - 05-21-2018 10:16 AM PEO (DEM) RIDERBACK CLOCK-IN

JAKUBIAK, MACIN ✓ Information Verified 05-21-2018 10:14 AM PEO_STUDENT (NONE) RIDERBACK CLOCK-IN

POLLWORKER, JANE ✓ Information Verified 05-21-2018 10:15 AM PEO (NP) RIDERBACK CLOCK-OUT

WOOD, ELVA ✓ Information Verified 05-21-2018 10:15 AM PEO_RIDERBACK (DEM) RIDERBACK CLOCK-OUT

You have been clocked out.

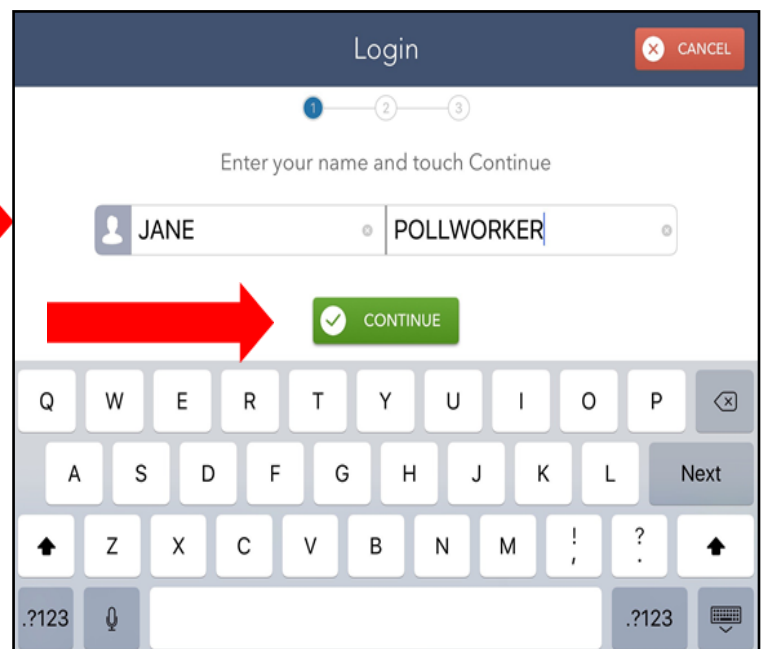
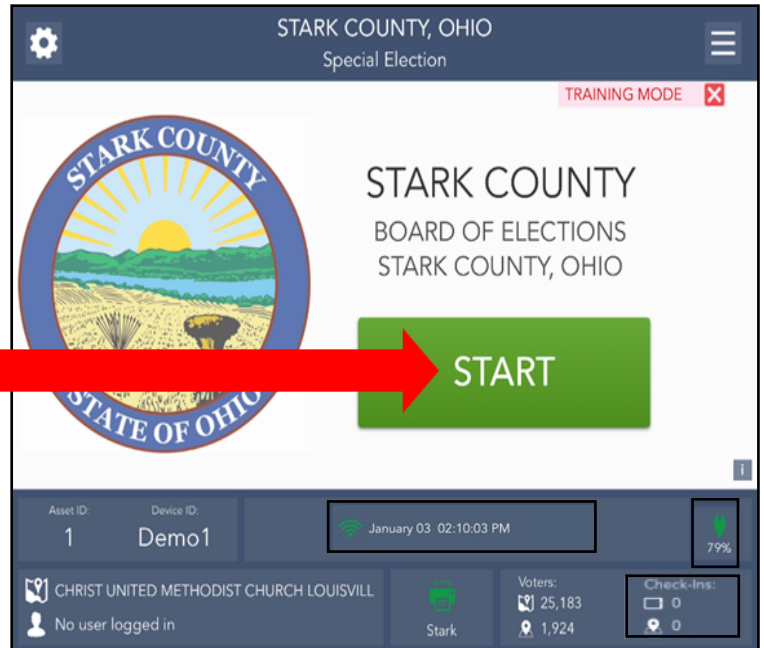
It is not necessary to clock out at the end of Election Day. The clock-out button is only used to clock out after Monday set-up, or if a PEO leaves early (e.g. illness).

Logging in to the ePollbook

Log in only on Election Day. This is not used for Monday set-up. Each PEO that works at an ePollbook must log in using their name. Logging in shows who is working at the ePollbook.

How to log in:

1. When you see the screen to your right, touch the START button.
2. The PEO assigned to the ePollbook at the Check-in Table or the Voter Assistance Table (VAT) will enter their full first and last name using the pop-up keyboard. Then touch CONTINUE.



Logging in to the ePollbook (continued)/ Table Selection

3. The worker selects which table they are working.

Check-In Table

- If you are assigned to the Check-in Table, answer NO to the question, “Is this ePollbook being used at the VAT?” The Check-in Table processes registered voters who vote on the TSX. The ePollbook will prompt all other types of voters to the Voter Assistance Table.

Login

1 2 3

Is this pollbook being used at the VAT?

NO YES

Asset ID: 880 Device ID: train2 January 03 02:10:03 PM 78%

0101 A - FRIENDSHIP PARK SHELTER HOUSE

No user logged in 0 Voters: 303090 Check-ins: 1

Voter Assistance Table

- To use the ePollbook at the Voter Assistance Table, it must be signed in as the VAT. Touch the **green** YES button.
(The VAT can easily process all types of voters, Poll Paper, Provisional, and TSX!)

Login

1 2 3

Is this pollbook being used at the VAT?

NO YES

Asset ID: 880 Device ID: train2 January 03 02:10:03 PM 78%

0101 A - FRIENDSHIP PARK SHELTER HOUSE

No user logged in 0 Voters: 303090 Check-ins: 1

4. **The passwords need to be entered during the set-up and closing of the ePollbook.**
- Two poll workers (VLM and one PEO of the opposite party) must enter the unlock passwords. The passwords will be inside the ePollbook case. Password #1 is the Democratic password and password #2 is the Republican password. They are set by alphabetical order.
5. Touch the **green** UNLOCK DEVICE when the passwords have been entered.

Login

1 2 3

This device is currently locked.
Enter both passwords and touch the UNLOCK DEVICE button.

BACK UNLOCK DEVICE

1 2 3 4 5 6 7 8 9 0

Done

undo . , ? ! ' " #+= ABC

Asset ID: 880 Device ID: train2 January 03 02:10:03 PM 78%

0101 A - FRIENDSHIP PARK SHELTER HOUSE

No user logged in 0 Voters: 303090 Check-ins: 1

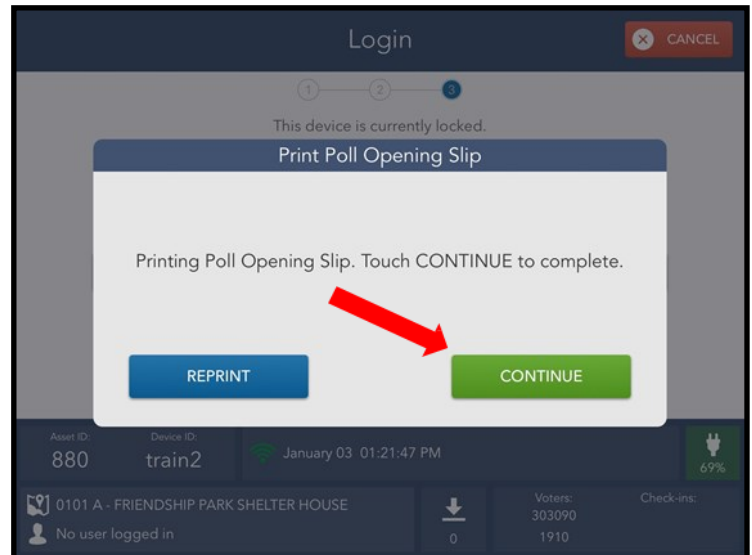
When PEOs change places at the ePollbook, each PEO must log out temporarily and the next PEO will log in.



ePollbook Zero Opening Report

At the initial set-up, the ePollbook will search for its matching preprogrammed Bluetooth printer.

1. The poll opening slip, AKA “Zero Report,” will automatically print after the printer test slip for each ePollbook.
2. Once it has printed, touch the **green** CONTINUE button .
3. You may touch REPRINT if you need to print another slip.
4. Place the zero reports in the manila-colored envelope taped to the table at the VAT.



Printed by: CINDY RADALI
2017-07-24 15:2

Zero Report

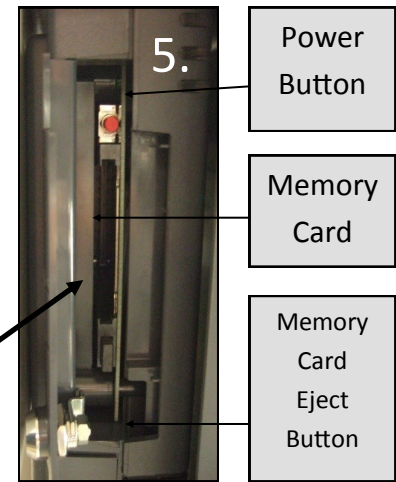
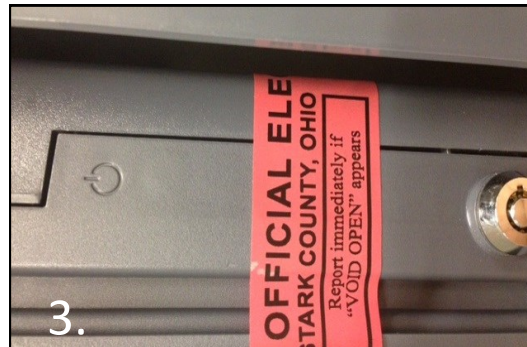
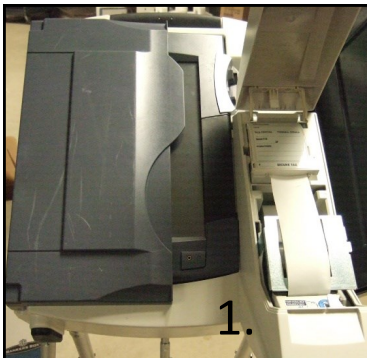
STARK COUNTY, OHIO
Special Election
06/08/2017

CHRIST UNITED METHODIST CHURCH LOUISVILLE

Total Sorted Ballots : 0
Total Provisional Ballots : 0
Total Check-Ins : 0
Total Issued : 0

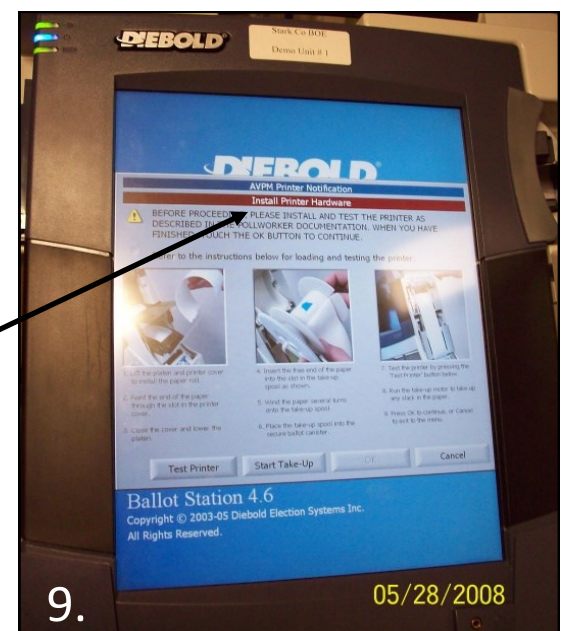
A red arrow points from the 'Place the zero reports in the manila-colored envelope' step of the list to this printed report.

Preparing to Test the Printer

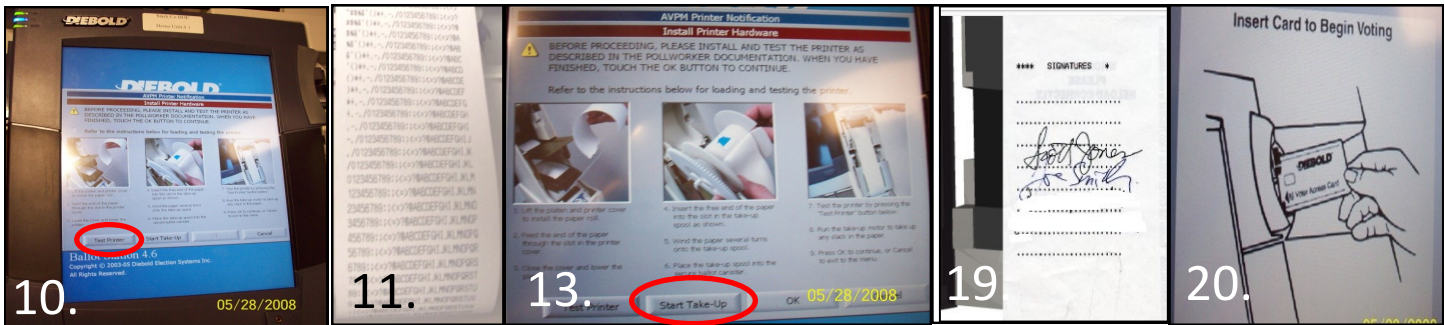


* Verify that the Memory Card is in place at this time.

1. Close the left privacy door.
2. Look at the left side of the unit to locate the Memory Card Access Door.
3. Remove the security seal. **If the seal is not present, STOP. Call the BOE immediately.**
4. Unlock and open the Memory Card Access Door.
5. Press the red power button to power on the TSX unit.
6. Do NOT lock the Memory Card Door at this time. You may need to access the power button during the Printer Testing Process.
7. After pressing the red power button, open the left privacy door.
8. When the TSX unit comes on, the screen will be blue and display "Loading Election."
9. When the gray box with the heading "Install Printer Hardware" appears, you are ready to test the printer.



TSX Tuesday Morning/ Test Printer and Run Zero Report



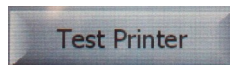
Start Up Troubleshooting

There are 2 common start-up error messages that a Precinct Election Official may encounter.

1. **NO ELECTION LOADED:** caused by a loose memory card. Power off the unit (by pressing the red button). Eject and reinsert the memory card. Wait 10 seconds. Power on the unit.
2. **FAILED TO WRITE TO THE PRINTER:** caused by a loose smoke-colored printer cover. Press the gray lever to release the cover. Press firmly with a thumb on each side to close. Power unit off. Wait 10 seconds. Power unit on.

If these methods are unsuccessful, or if you have another problem, proceed to set up the other TSX units. Your VLM or EDT can assist with problem TSX units, or the VLM can call the BOE.

10. Press:

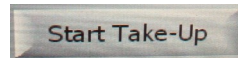


11. A print test sample will print. Verify text appears on the paper.

12. Press: *OK* to confirm that the printer test has passed.

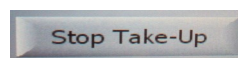
The "Install Printer Hardware" screen will appear again.

13. Press:



14. When the loose paper has been taken up into the canister,

Press:



15. Press: *OK* to print the Zero Totals Report.

Look at the report. The total ballots cast in each race should be zero.

16. The screen will display: *Need Another Copy?* Press: *NO*

17. The Close Printer Housing screen will appear. Press: *START TAKE-UP*. When paper has been taken up, press: *STOP TAKE-UP*.

18. The paper will be taken up into the canister. Lines will appear at the end of the report.

STOP

19. **Two PEOs of the opposite party sign the reports.** Press: *OK*. (The paper advances into the canister.)

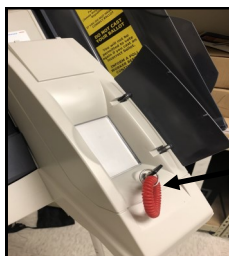
20. "Insert Card to Begin Voting" will appear on the screen.



You must now secure all TSX units before opening the polls to voters (continued on next page).

TSX Tuesday Morning Locking the TSX Unit

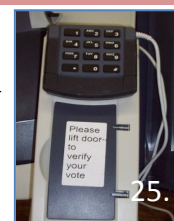
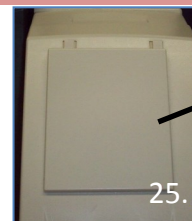
ALL TSX units MUST be secure before the polls open to voters.



21. **Seal red lock on canister.** Fill out the canister label, and mark the canister 1 of _ for each TSX machine. 2 PEOs of opposite parties sign each canister. Record the lock number on the Ballot Accounting Chart.
22. **Lock the Printer Housing Door.**
23. **Lock the Memory Card Door.**

Finish the VIBs set-up

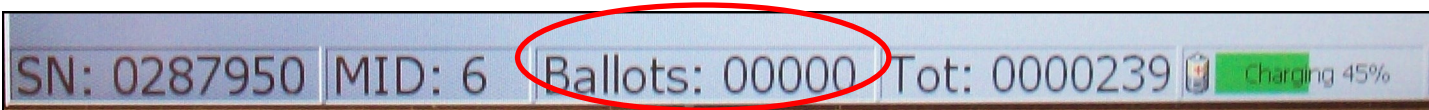
24. Place the VIBS Keypad on top of the TSX and install the Printer Housing.
25. Hang the VIBS Keypad on the front of the Printer Housing.
26. Plug the Headset into the socket on the bottom right corner of the touch screen.



Record the serial number of each TSX unit on the Ballot Accounting Chart. It is a six-digit barcoded serial number located on the side of the TSX by the memory card door.

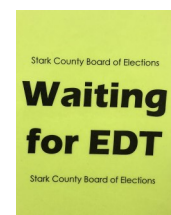
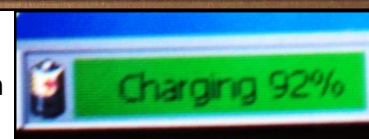
The “Ballots” column at the bottom of the screen should display zeros before the polls open to voters. This is the total number of Ballots cast in this Election. If other numbers appear in this column, STOP. Call the BOE immediately.

The “Tot” column will display the total ballots cast in all elections in which this unit has been used.



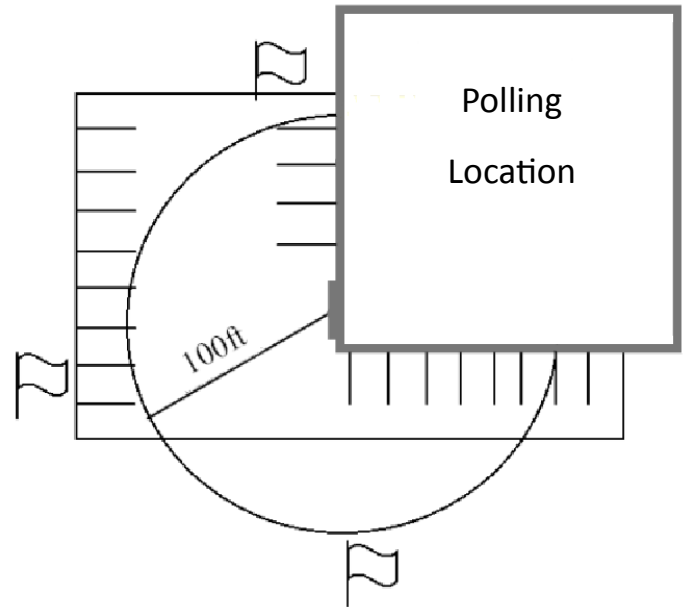
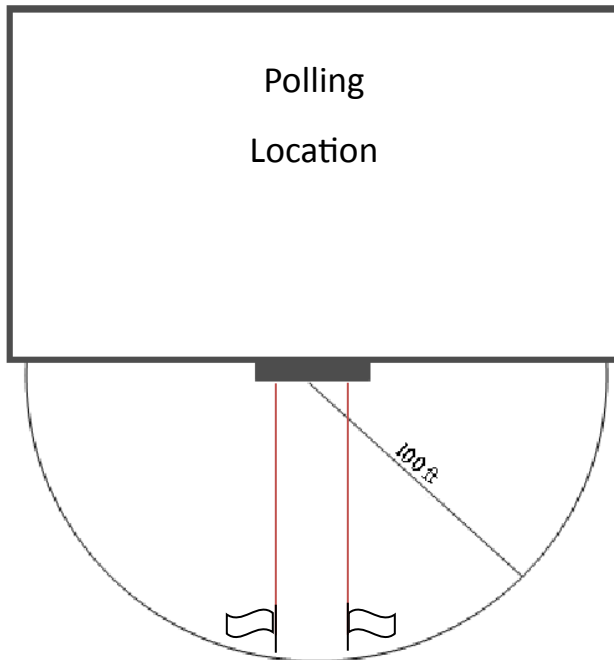
Reminder:

After the unit has been powered on, the battery power status will be displayed in the bottom right corner of the screen. The word “Charging” will appear highlighted in **green** when the unit is receiving AC power. Look for this before you open the polls to voters. Monitor the battery power status for all the units throughout the day. Tell your VLM if you experience a problem in this area. If there is a TSX problem, the VLM will resolve it. If the VLM is unable to resolve the problem, place a “Waiting for EDT” sign on the TSX. It is out of use. An EDT will be dispatched to the location to fix it. If they cannot fix it, the TSX will be out of service. Do not forget to remove the memory card at closing! **All** memory cards must be returned by the VLM and PEO Riderback.



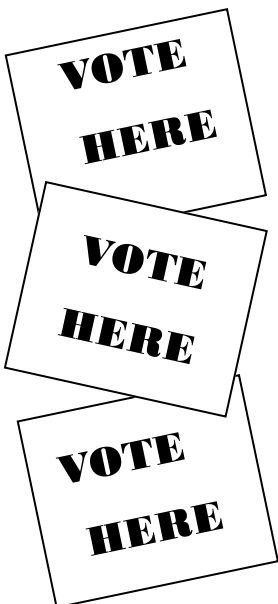
Flag Placement and Signs

Flag Placement



Flags should be placed 100 feet from the entrance to the polling location. No political signs may be posted, and no soliciting may occur within this perimeter. If the 100-foot boundary lies inside the parking lot, place the flag beyond the parking lot. Any questions about flag placement should be directed to your VLM.

Signs



Use **VOTE HERE** signs to mark the entrance(s) that voters should use.

These signs are in the Black Suitcase.

Make sure that each polling location entrance is clearly marked for voters. The signs should direct voters to the intended polling location entrance. Additional signs may be needed if there is a separate accessible entrance.

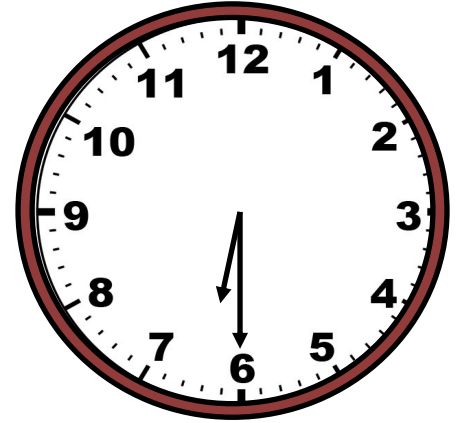
Please take the time to clearly mark the polling location entrance(s) for voters.

Talk to your VLM if additional signs are needed or if you have any questions.

Election Day/ Opening and Processing Voters

It's 6:30 am on Election Day, the Polling Location is open, and it is time to process voters.

By law, the Polling Location must be open and prepared to process voters at 6:30 am.



- Voters may be greeted at the door and told to have their ID ready. (Do not verify the ID at this point.)
- Voters will be directed to the next available Check-in Table.
- All voters must be processed according to the guidelines in the Election Day Guide.
- Voters will be processed at the ePollbook.
- Regular voters will proceed to vote at the TSX.
- Voters that need additional assistance will be directed to the Voter Assistance Table (VAT).
- At the VAT, voters may be processed to vote either TSX, Poll Paper or a Provisional Ballot.
- Voters who are in the wrong polling location must be redirected to the correct polling location.

Note: **VLM**, after opening and prior to closing time, discuss with your team the closing procedures. Assign PEOs duties for closing ahead of time to assure it runs smoothly. Any slow time in the voting day is a good time to rally the team and get organized.

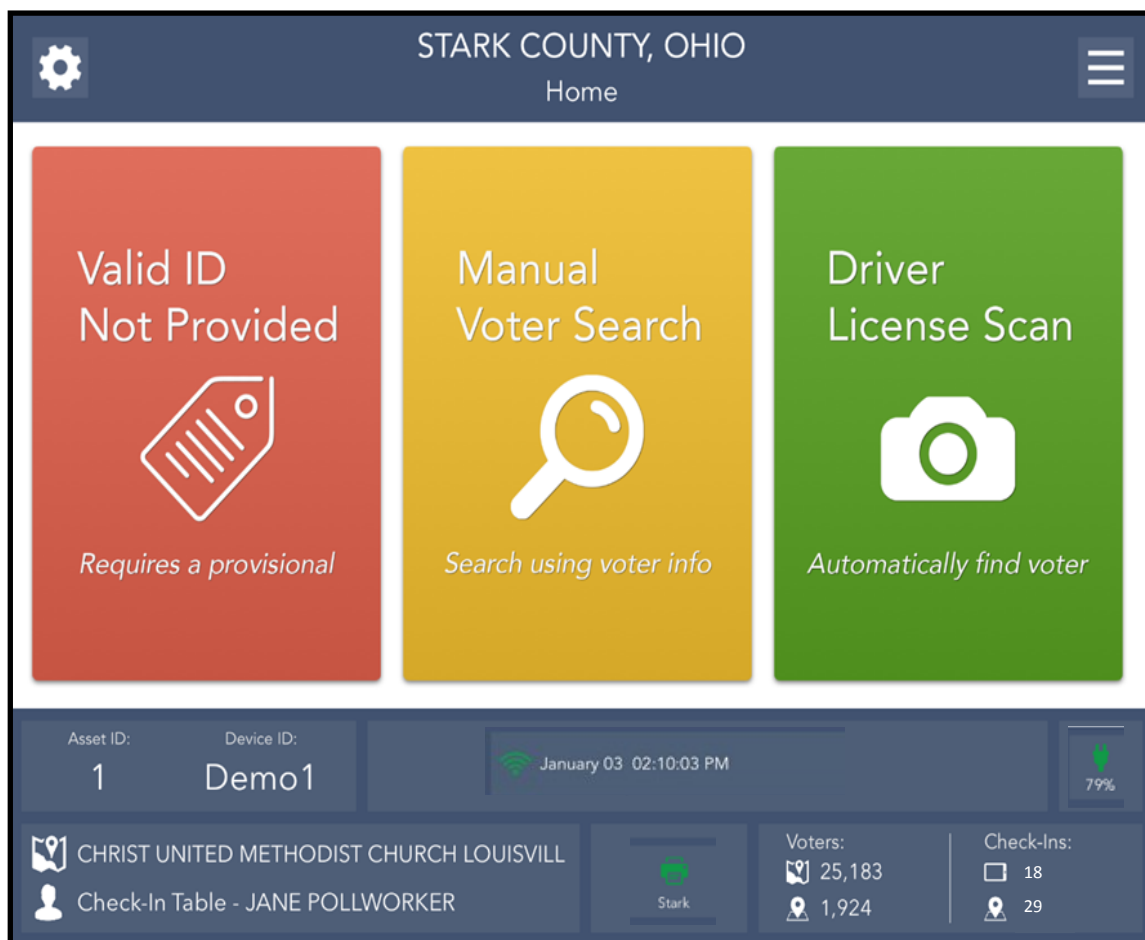
The ePollbook Home Screen

This is your Home Screen. After every check-in at the Check-in Table or the Voter Assistance Table, you should arrive back at this screen to process the next voter. At the bottom of your Home Screen, you will see information on your connectivity, sideways status, battery status, the location you are logged into, either Check-in Table or Voter Assistance Table (make sure this is correct) and your name.

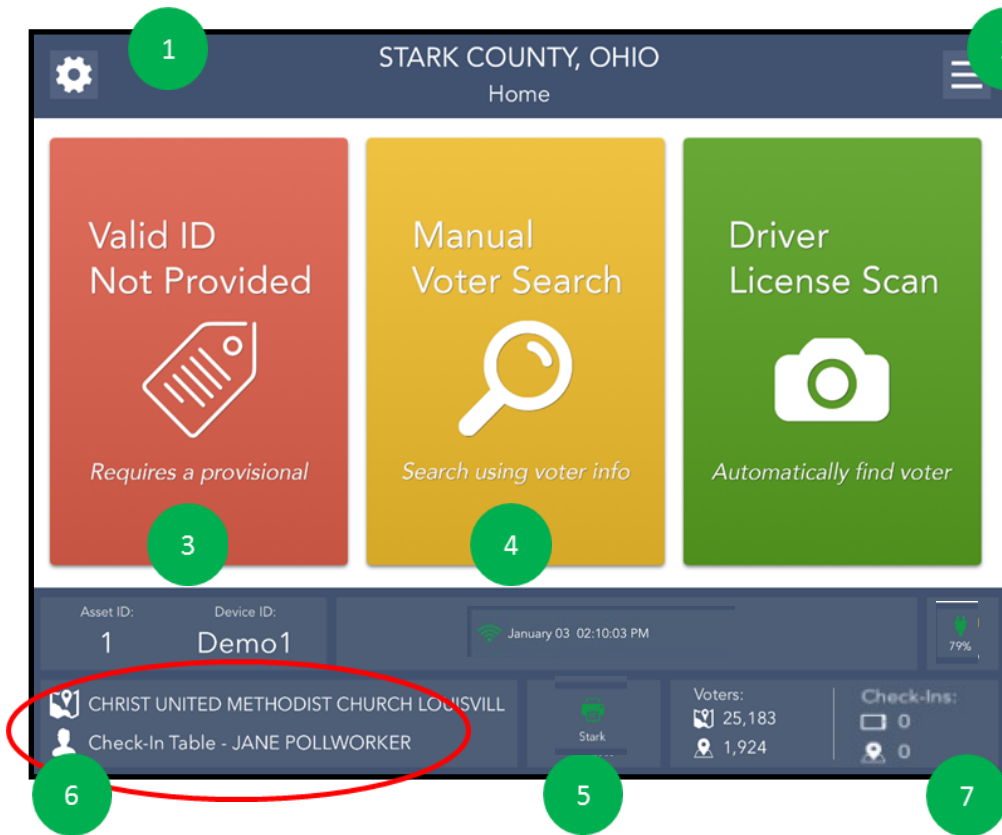
To search for a voter by using a scannable driver's license or state ID, touch the **green** DRIVER LICENSE SCAN button.

To search for a voter with a different acceptable form of identification, touch the **yellow** MANUAL VOTER SEARCH button.

To search for a voter who does not bring an acceptable form of identification, touch the **red** VALID ID NOT PROVIDED button.



The Home Screen (continued) Menu Buttons



1	Troubleshooting Menu
2	Blue Menu/System Menu
3	Asset ID/Device ID
4	Heartbeat/Sideways Status/Network Status
5	Printer Status
6	Voting Location/Person Logged In
7	Number of Voters and Check-ins

The blue menu button on the Home Screen shows additional functionality. This functionality includes:

- Precinct Lookup – Searching for a voter’s precinct by address
- Voter Check-Off List for 11 am and 4 pm reports
- Soil/Defaced Ballot
- Incident Report
- Check-In Logs – Detailed log of all voters checked in
- Check-In Totals – Chart totaling the number of ballots issued by precinct ballot style
- Help Guide – View PDFs and videos
- Phone Numbers
- Poll Worker Payroll

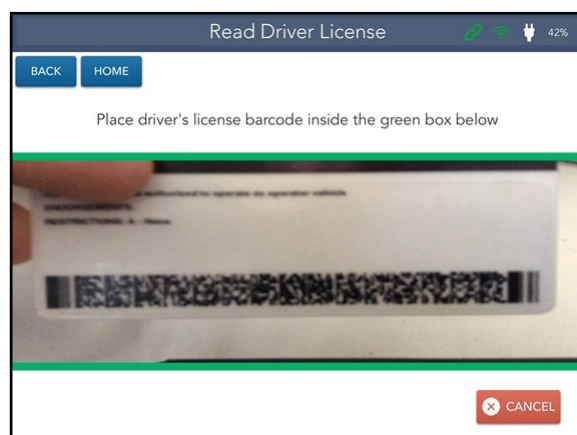
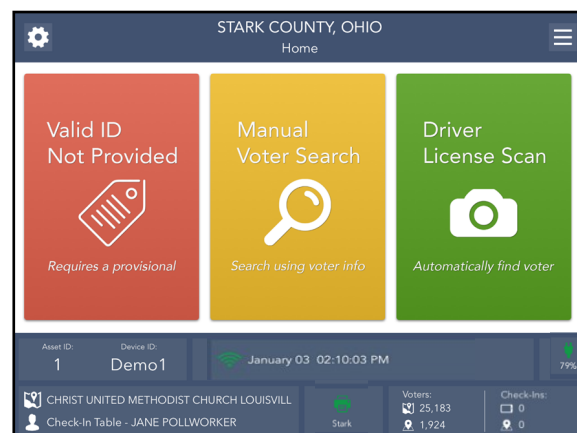
VLM : In a polling location, the ePollbooks communicate sideways. The Check-Ins box **7** shows the number of voters checked in throughout the day. The top number shows the check-ins for that ePollbook. The bottom number shows the total check-ins for the entire polling location. Check periodically throughout the day that the location counts are the same on each ePollbook to verify they are communicating sideways. If they are not, send an incident report on the ePollbook (pg. 91).

The Home Screen (continued) searching for a Voter

The Home Screen at the Check-in Table and VAT gives three options for checking in voters, **DRIVER LICENSE SCAN**, **MANUAL VOTER SEARCH** and **VALID ID NOT PROVIDED**.

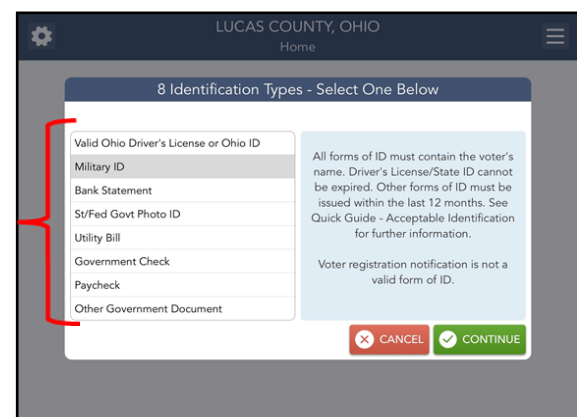
DRIVER LICENSE SEARCH

To process an eligible voter by scanning their driver's license or state ID, select **Driver License Scan** and place the ID on the edge of the back, left side of the stand. Make sure the ID barcode is facing the iPad. You will see the barcode in the **green** barcode box. It will automatically scan once it sees the barcode.



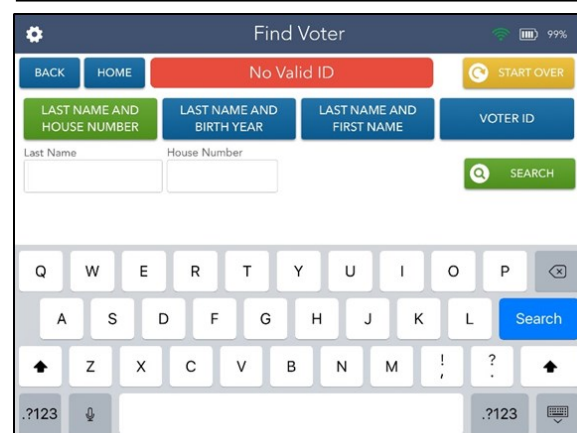
MANUAL SEARCH

To process an eligible voter by using the **yellow** MANUAL VOTER SEARCH button, select the type of ID provided from the list of acceptable identification types and then touch CONTINUE. A list of acceptable identification can be found on pages 59-60.



VALID ID NOT PROVIDED MANUAL SEARCH

If a voter does not bring ID to the polling location, refer them to the Voter Assistance Table (VAT). The voter will be processed provisionally at the VAT.



Voter Identification Requirement

Any person who meets the qualifications to vote in Ohio may register to vote in this election. Any person whose voter registration is current may vote a regular ballot on Election Day. Ohio law requires that every voter, upon appearing at the polling place to vote on Election Day, must provide proof of identity when voting.

Note: The voter cannot use a passport or a notice (VNC) mailed from the Board of Elections as proof of identity.

Acceptable Forms of Identification:

The forms of identification that may be used by a voter who appears at a polling place to vote on Election Day include:

- An unexpired Ohio driver's license or state identification card with present or former address so long as the voter's present residential address is printed in the official list of registered voters for that precinct;
- A military identification;
- A photo identification that was issued by the United States government or the State of Ohio, that contains the voter's name and current address and that has an expiration date that has not passed (**this includes concealed carry permits**);
- An original or copy of a current utility bill with the voter's name and present address;
- An original or copy of a current bank statement with the voter's name and present address;
- An original or copy of a current government check with the voter's name and present address;
- An original or copy of a current paycheck with the voter's name and present address; or
- An original or copy of a current other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and present address.

For utility bills, bank statements, government checks, paychecks, and other government documents, **"current" is defined as within the last 12 months.** "Utility bill" includes a cell phone bill. "Other government document" includes license renewal and other notices, fishing and marine equipment operator's license, court papers, or grade reports or transcripts. "Government office" includes any local (including county, city, township, school district and village), state or federal (United States) government office, branch, agency, commission, public college or university or public community college, whether or not in Ohio.

PER directive 2008-80-Addendum No. 2, please see examples of ID's in the VLM Notebook.

Provisional ballots: If the voter does not have any of the above forms of identification, they may provide either their Ohio driver's license or state identification number (which begins with two letters followed by six numbers) or the last four digits of their Social Security number and cast a provisional ballot. Once the information is reviewed and verified by the board of elections, **the ballot will be counted.**

If the voter does not provide one of the above documents or driver's license/state identification number or the last four digits of their Social Security number at the precinct, the voter will still be able to vote using a provisional ballot. However, in order for that ballot to be counted, the voter must return to the board of elections no later than seven days following Election Day to provide a qualifying form of identification.

Voter Identification Requirement

The State of Ohio issues new driver's license and State ID cards by mail. All versions of State-issued license and ID are accepted as long as they are not expired. A person applying for an Ohio State Driver's license or State ID card will receive an Ohio Interim Document to show as identification until they receive their official license or ID in the mail. This Ohio Interim Document has an expiration date. The document serves as proof of identification if it is not expired. *An unexpired Ohio Driver's license, State ID Card, or Interim Documentation with the voter's former address is an acceptable form of ID when the address is correct in the ePollbook.*

Sample Valid Ohio ID

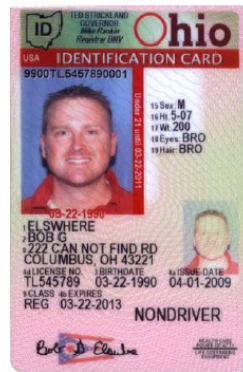
Driver's License



* New Ohio Driver's License



Ohio State ID Cards



* New Ohio State ID



Ohio Concealed Carry



Ohio Interim Document



Expiration Date

Veteran's ID Card



* New Veteran's ID Card



Military ID Cards



Check-in Table/ Regular Voters / TSX Ballot

Most of the voters you process throughout the day will be Regular Voters who may cast their ballot on the TSX machine. When their identification is entered and confirmed, the ePollbook will prompt “Voter is eligible to vote” in **green** on the ePollbook screen.



A Regular Voter is:

- A voter who provides an acceptable form of identification (pages 59-60) and whose current name and address appear in the ePollbook.
- A voter whose current address appears in the ePollbook, though a previous address still appears on the voter's unexpired Driver's License or State ID.

A screenshot of the 'Voter Eligibility' screen on a TSX machine. The screen displays the following information: Name: ANGELINA LAUREN JOLIE, Birth Year: 1997, Voter ID: 461301, County: STA. The address is 1210 W VINE ST, ALLIANCE, 44601. The precinct is ALLI1C_MAR and the party is NP. A green status bar with a checkmark icon and the text 'Voter is eligible to vote.' is highlighted with a red circle. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'SELECT BALLOT' (green). A red arrow points from the text 'in green' in the first paragraph to the green status bar.

Other Types of Regular Voters who will be processed at the Voter Assistance Table (VAT).

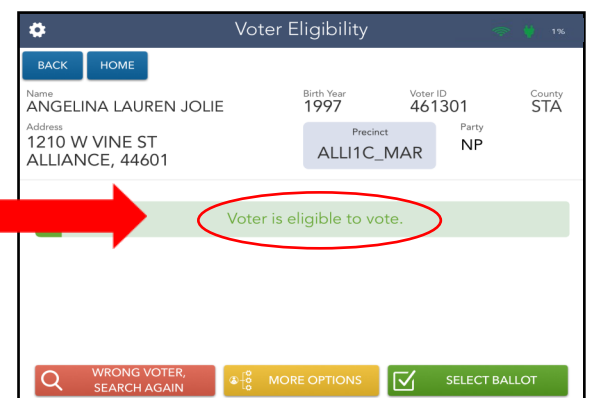
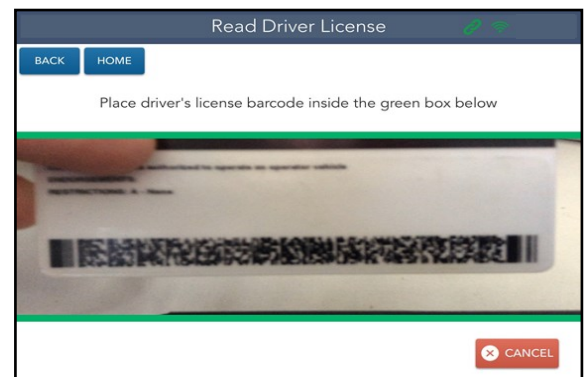
- A voter who requests a Poll Paper Ballot (pg. 74).
- A voter whose former name appears in the ePollbook and shows a legal document for the change of name (pg. 79).
- A voter who has moved within their Precinct and needs to update their address (pg. 81).
- Curbside Voters: voters who are unable to enter the polling location and therefore vote in their vehicle (pg. 82).

Check-in Table/ Processing an Eligible Voter/ Driver's License



DRIVER'S LICENSE SEARCH

1. Begin the check-in process by selecting the **green** Driver License Scan button if the voter provides their Driver's License.
2. Verify the license is not expired.
3. Press Driver License Scan, and the ePollbook will prompt you to scan the driver's license.
4. Hold the voter's driver's license or State ID with the barcode facing the camera on the left side of the base, near the Scan Here sticker. Watch the ePollbook screen and slightly move or tilt the ID as needed to scan. Do not cover the barcode with your finger. If the driver's license is worn, marred or bent and will not scan, use the Manual Search option (page 66).
5. The ePollbook will bring up the voter's name and address. Verify that it is the correct person and that the address is correct. If the address shown on the ePollbook does not match the address on the driver's license, ask the voter, "Please tell me where you live." If the voter says the address in the ePollbook, continue as a regular voter. If the voter states the address on their driver's license, have them go to the VAT and update their address (page 81).
6. Once you have found the correct voter, you will arrive at the Voter Eligibility screen.
7. If the voter is an eligible voter, the screen will display a **green** "Voter is eligible to vote." message. Then touch GET VOTER SIGNATURE.



Tip: DO NOT touch the screen when flipping the Flip & Share frame stand. Hold only the stand when flipping to and from a voter.

Check-In Table/ Processing an Eligible Voter (TSX) Continued



8. The screen will automatically flip towards the voter. With slight pressure of the left hand on the upper left corner of the frame, and the right hand securing the base at the middle bar where the magnet needs released, use a smooth motion to flip the screen toward the voter. (Be careful not to press on the cords or the encoder.)
9. If applicable, the voter will now choose their party ballot in a Primary Election. Once the voter makes their selection, the ePollbook will prompt the voter to sign. If there are no Party Candidates to choose from, the ePollbook will display the signature line and they receive an Issues Only ballot.
10. Please ask the voter to verify their name and birth year at the top left of the screen.
11. Direct the voter to use a **stylus** to sign in the box and touch DONE.
12. Once the voter has touched DONE, flip the screen back by putting your left hand on the left side of the frame while smoothly lowering the center bar of the frame back to the base.
13. **Compare the voter's signatures.** If they look similar, touch the **green** ISSUE BALLOT button. If the voter has supplied their driver's license and are an eligible voter but may need to update their signature, have them fill out a form 260. Process as a regular voter.
14. If the driver's license signature looks similar to what the voter just signed, it is acceptable. The **yellow** SIGN AGAIN button should only be used if the voter signature does not match, and if they have not provided a current driver's license. **Do not have a voter sign repeatedly to match what is on file.**
15. Once the check-in process is complete, a TSX ballot will be selected by default, which permits the software to program a Voter Access Card. Touch the **green** PROGRAM CARD, which will bring up the Smart Card encoding popup.

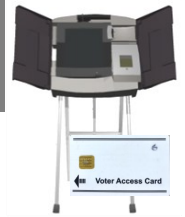
The first screenshot shows the 'Ballot Selection' screen. At the top, there are buttons for party selection: (DEM) DEMOCRAT, (GRE) GREEN, (REP) REPUBLICAN, and (NON) NONPARTISAN. A message states: 'Select the ballot type you wish to receive. The Party you select will be your political party on record and cannot be changed until the next Primary Election.' Below this is a signature line with a stylus signature and a red 'X' mark. A red oval highlights the signature area. At the bottom, there are buttons for 'DONE', 'CLEAR', and 'HOME'.

The second screenshot shows the 'Voter Signature' screen. It displays the voter's information: Name: ANGELINA LAUREN JOLIE, Birth Year: 1997, Voter ID: 461301, County: STA, Address: 1210 W VINE ST, Precinct: ALL1C_MAR, Party: DEM. It compares the 'SIGNATURE ON FILE' with the 'CURRENT SIGNATURE'. A message states: 'If current signature matches the signature on file, touch ISSUE BALLOT. If current signature does not match the signature on file, touch SIGNATURE MISMATCH.' Below the signatures are buttons for 'SIGNATURE MISMATCH', 'SIGN AGAIN', and 'ISSUE BALLOT'.

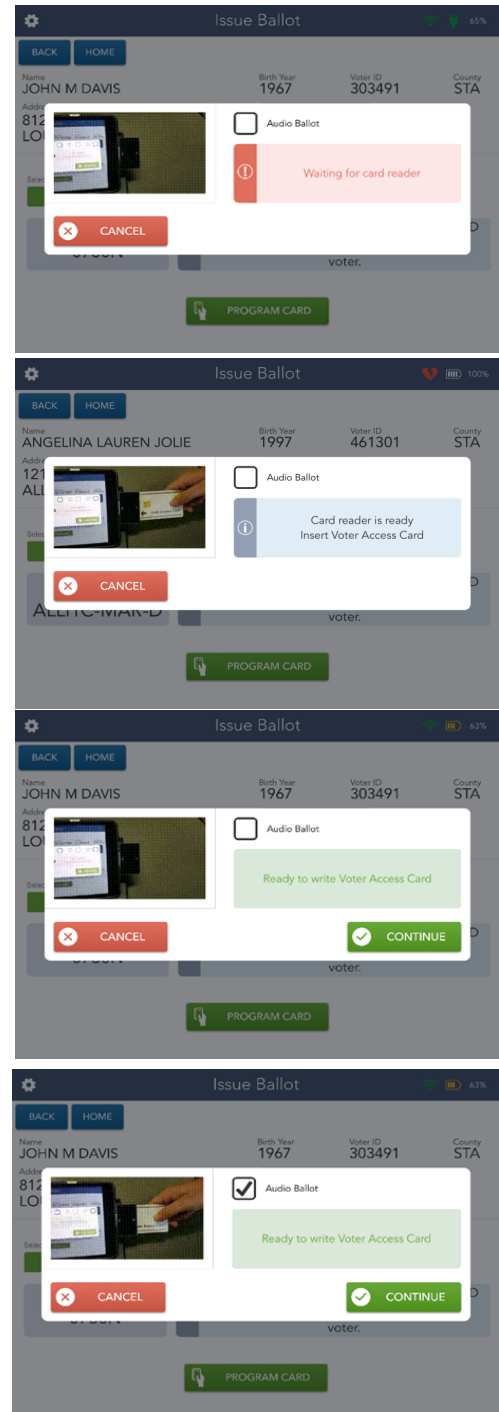
The third screenshot shows the 'Issue Ballot' screen. It displays the same voter information. Below the information, there are buttons for 'TSX Ballot' and 'Paper Ballot'. A message states: 'TSX Ballot Selected. Touch PROGRAM CARD and program the voter access card for the voter.' At the bottom, there is a red oval highlighting the 'PROGRAM CARD' button.

If the Voter requests a Paper Ballot, cancel the process before you program the card by pressing the HOME button. Then, refer the voter to the VAT.

Check-In Table/ Processing an Eligible Voter (TSX) Continued



16. Follow the video instructions to encode a Voter Access Card and insert the card into the encoder.
17. The **red** box will turn **blue** when the encoder is ready.
18. If *Waiting for card reader* still shows, contact the VLM and follow the instructions on Troubleshooting the Encoder, pg. 43.
19. Insert the Voter Access card, and the **blue** screen will turn **green**.
20. The **green** screen will now read *Ready to write Voter Access Card*.
21. Touch *CONTINUE* to write the precinct ballot information to the card or check the audio box before touching **CONTINUE to issue an audio ballot for the VIBs unit**.



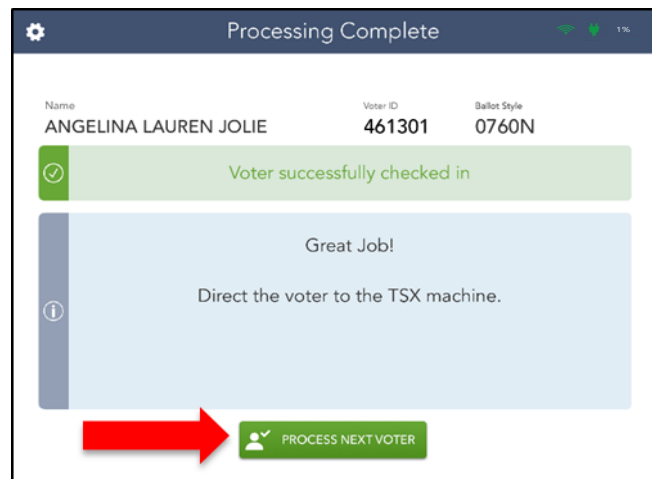
If there is an error reading the card, the screen will read "Card Programming Error." In these cases, reinsert the card. You may review the video in the corner.

Check-In Table/ Processing an Eligible Voter (TSX) Continued

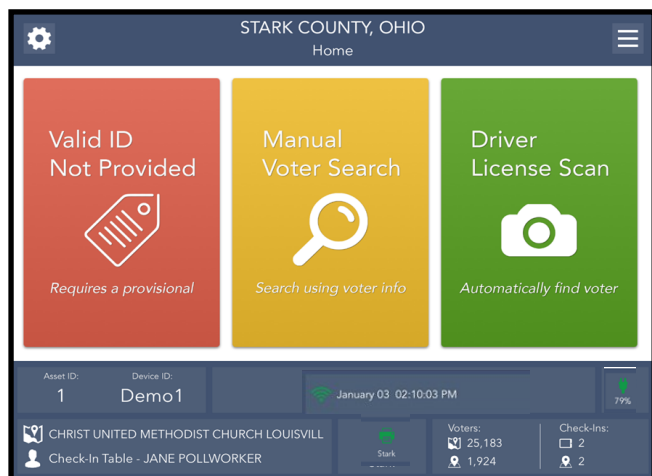


22. The voter has been successfully checked in, and the precinct ballot style has been written to the voter access card. Hand the voter the card to vote on the TSX machine.

23. To move forward, touch **PROCESS NEXT VOTER.**



24. The Home screen will appear, and you are ready to process the next voter.



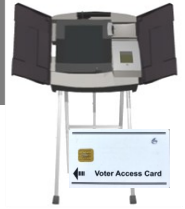
Please note*

If the TSX machine Times Out or the voter is unable to cast their vote on the TSX machine, contact the VLM. The VLM will check the voter access card on the TSX to make sure the voter did not cast their ballot. (See page 88.)

If the voter did not cast their ballot, the VLM must use the soil/deface option at the Voter Assistance Table (page 89). This is located on the drop-down menu on the right corner of the screen. The VLM will follow the steps to soil/deface the voter access card.

Once these steps are done, the ePollbook will allow the VLM to issue that voter a new voter access card.

Check-in Table/ Processing an Eligible Voter/ Manual Search



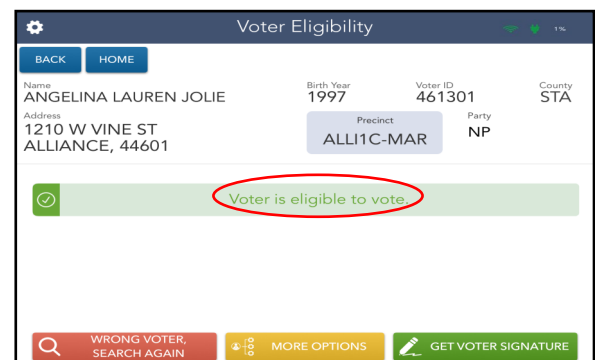
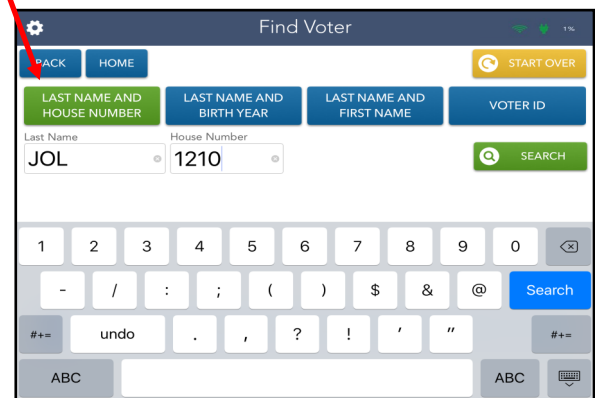
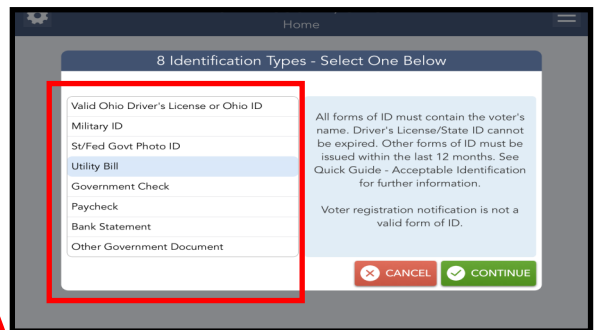
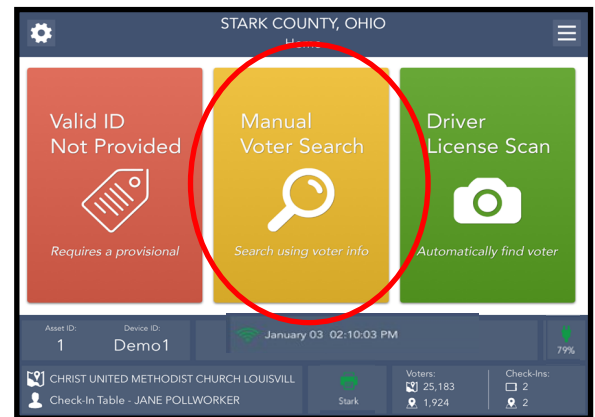
To process an eligible voter by using the **yellow MANUAL VOTER SEARCH** button:

1. Select the type of ID provided from the list of acceptable identification types, then touch **CONTINUE**.

When doing a manual search, there are three commonly used options:

- a) Last Name & House Number
- b) Last Name & Birth Year
- c) Last Name & First Name

2. Select a search option and enter the first 3 letters of voter's information into the appropriate fields. Then touch **SEARCH**.
3. Use all possible search options. If you do not find the voter, please send to the VAT. The VLM at the VAT will follow instructions for Voter Not Found on pg. 78.
4. If you are unable to find a voter with a hyphenated last name, try both last names. Use all the searches above. If the voter insists they are registered and you are still unable to locate them, the VLM should call the Board of Elections for assistance.
5. If your search information finds multiple voters, select the voter you are looking for by touching their name. A light blue box appears around their name and address, then touch **CONTINUE**.
6. The ePollbook will bring up the voter's name and address. Read the name and **verify that it is the correct person and that the address is correct**.
7. Once you find the correct voter, the Voter Eligibility screen appears. If the voter is eligible, the screen will display a **green Voter is eligible to vote** message. Then touch **GET VOTER SIGNATURE**.



***After completing the steps above, follow the steps on pages 63-65 to encode a voter access card.**

Form Usage Chart

Situation	Form Needed	Form Location	Information Needed	Location for Completed Form
Incorrect Date of Birth	Form 260	VLM Notebook	Name, County, Signature (in box), Address, Date of Birth, Signature and Date	Front Pocket of VLM Notebook
Voter reports that a Voter is Deceased (relative of the voter reporting, e.g., parent, spouse)	Form 255-D	VLM Notebook	Name and address of deceased, date of birth, date of death. Printed name, signature, address, and phone number of the person reporting the death.	Please send this form home with the voter reporting the death. They should mail it to the BOE with a certified death certificate. (If the person reporting the death includes a pre-addressed, stamped envelope, we will copy and return the death certificate to them.)
To Update Voter's Signature (former signature)	Form 260	VLM Notebook	Name, County, and Signature (in box), Address, Date of Birth, Signature and Date	Front Pocket of VLM Notebook
To Update Voter's Name (and the voter brought in legal proof of name change)	Form 10-L	ePollbook will Print	New and former name, address, birthday, ID, current and former signature	Front Pocket of VLM Notebook
"Verify Address, Form 10-U" appears in the VLM Notebook	Form 10-U	VLM Notebook	This will only be used in the rare circumstance that a voter is challenged.	Front Pocket of VLM Notebook
Voter has moved out of Stark County	Form 10-A	VLM Notebook	This will only be used to cancel a registration.	Home with the person reporting the move. They may send the form to the person who moved to fill out and mail to the BOE.

ePollbook/ Signature Mismatch or No Signature

If the Voter's Signature does not match, photo ID provided:

1. If the voter's signature has some similarities, accept it and process the voter.
2. If there are no similarities, do not make them sign multiple times. You can verify their identity with a photo ID.
3. You may ask the voter if they would like to update their signature and offer the voter a form #260 Authorization to Update Signature in our records. A voter's signature may need updated if it has changed since they registered.
4. Process the voter regularly.

If the voter's signature does not match, no Photo ID provided:

1. If the voter's signature has some similarities, process them regularly and offer a form #260.
2. If the signature does not match at all and they do not provide an acceptable photo I.D, **do not make them sign multiple times.**
3. Touch the **red** SIGNATURE MISMATCH button, then direct the voter to the VAT for a Provisional Ballot.
4. Their signature will be updated when they sign the Provisional envelope.

If the signature on file box has no signature or it is an incorrect name:

1. Verify the voter's identification. If they have a photo ID, process them regularly. If not, process them provisionally.
2. Have the voter sign in the Current Signature box.
3. Have the voter fill out a Form #260 Authorization to Update Signature.
4. Process the voter regularly.

Voter Signature

BACK HOME

Name: ANGELINA LAUREN JOLIE Birth Year: 1997 Voter ID: 461301 County: STA
Address: 1210 W VINE ST Precinct: ALL11C-MAR Party: NP
ALLIANCE, 44601

If current signature matches the signature on file, touch ISSUE BALLOT.
If current signature does not match the signature on file, touch SIGNATURE MISMATCH.

SIGNATURE ON FILE

CURRENT SIGNATURE

SIGNATURE MISMATCH SIGN AGAIN ISSUE BALLOT

Voter Eligibility

BACK HOME

Name: GEORGE CLOONEY Birth Year: 1969 Voter ID: 293082 County: STA
Address: 1210 W VINE ST Precinct: ALL11C-ACS Party: NP
ALLIANCE, 44601

No Signature

Voter is eligible to vote.

NO SIGNATURE ON FILE.
Please have the Voter clearly sign the signature box on the next step.
This signature will become the signature of record with the Board of Elections.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS GET VOTER SIGNATURE

Voter Signature

BACK HOME

Name: GEORGE CLOONEY Birth Year: 1969 Voter ID: 293082 County: STA
Address: 1210 W VINE ST Precinct: ALL11C-ACS Party: NP
ALLIANCE, 44601

If current signature matches the signature on file, touch ISSUE BALLOT.
If current signature does not match the signature on file, touch SIGNATURE MISMATCH.

SIGNATURE ON FILE

CURRENT SIGNATURE

SIGNATURE MISMATCH SIGN AGAIN ISSUE BALLOT

Voter Signature

BACK HOME

Name: ANGELINA LAUREN JOLIE Birth Year: 1997 Voter ID: 461301 County: STA
Address: 524 SHAWNEE ST Precinct: LSVLA Party: NP
LOUISVILLE, 44641

If current signature matches the signature on file, touch ISSUE BALLOT.
If current signature does not match the signature on file, touch SIGNATURE MISMATCH.

SIGNATURE ON FILE

CURRENT SIGNATURE

SIGNATURE MISMATCH SIGN AGAIN ISSUE BALLOT

Check-in Table/ Voters Needing Assistance

If during the check-in, *Voter is not eligible to vote a regular ballot* appears in **red**, the reason will appear in **yellow** just above the warning. Below are some reasons a voter needs assistance. These voters must be directed to the Voter Assistance Table.

- Wrong Location
- No Valid Identification Provided
- Voter Notification Card (VNC) returned
- Absentee Ballot Requested

The screenshot shows the 'Wrong Location' screen. At the top, there's a status bar with a gear icon, 'Wrong Location', a heart icon, a battery icon at 40%, and a signal icon. Below this are 'BACK' and 'HOME' buttons. The voter information section includes: Name: TOM HANKS, Birth Year: 1940, Voter ID: 455880, County: STA, Address: 112 WOODROW ST NW, NORTH CANTON, 44720, Precinct: NC1C, and Party: DEM. A yellow warning box with an exclamation mark icon says 'Wrong Location'. Below it, a blue information box with an 'i' icon states: 'Voter is at the wrong voting location. Re-direct the voter to their correct voting location.' At the bottom is a green button with a printer icon and the text 'PROCESS NEXT VOTER'.

The screenshot shows the 'Voter Eligibility' screen. At the top, there's a status bar with a gear icon, 'Voter Eligibility', a heart icon, a battery icon at 40%, and a signal icon. Below this are 'BACK' and 'HOME' buttons, followed by a red banner that says 'VNC Returned'. The voter information section includes: Name: BRAD T PITT JR, Birth Year: 1957, Voter ID: 283332, County: STA, Address: 1807 PATHVIEW CIR, LOUISVILLE, 44641, Precinct: LSVLA, and Party: REP. A yellow box with an exclamation mark icon says 'VNC Returned'. Below it, a red warning box with an exclamation mark icon says: 'Voter is not eligible to vote a regular ballot. Read instructions below.' Below that, a blue information box with an 'i' icon states: 'Acknowledgment card returned undeliverable. Voter must cast a provisional ballot. Please escort voter to the Voter Assistance Table. Do not allow the voter to sign this book.' At the bottom are two buttons: a yellow one with a printer icon and 'MORE OPTIONS', and a green one with a printer icon and 'PROCESS NEXT VOTER'.

If a voter requested an Absentee Ballot, they must vote Provisionally at the VAT.

If a voter wishes to drop off an Absentee Ballot, **DO NOT** accept the ballot at the polls.

- They must take it to the BOE on Election Day by 7:30 pm.
- They may also destroy their absentee ballot and vote Provisionally at VAT.

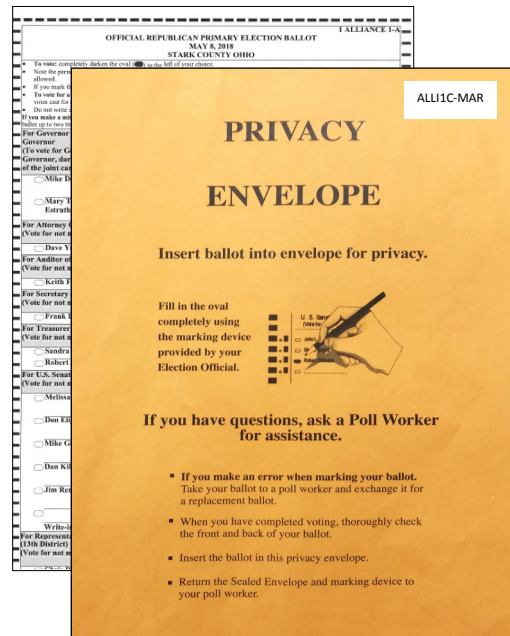


The screenshot shows the 'Voter Eligibility' screen. At the top, there's a status bar with a gear icon, 'Voter Eligibility', a heart icon, a battery icon at 84%, and a signal icon. Below this are 'BACK' and 'HOME' buttons, followed by a red banner that says 'Absentee Ballot Requested'. A red arrow points to this banner. The voter information section includes: Name: JOHNNY DEPP, Birth Year: 1993, Voter ID: 418407, County: STA, Address: 916 PARK VILLAGE DR, LOUISVILLE, 44641, Precinct: LSVLA, and Party: NP. A yellow box with an exclamation mark icon says 'Absentee Ballot Requested'. Below it, a red warning box with an exclamation mark icon says: 'Voter is not eligible to vote a regular ballot. Read instructions below.' Below that, a blue information box with an 'i' icon states: 'Voter must cast a provisional ballot because he/she has already requested an Absentee Ballot.' At the bottom are three buttons: a red one with a magnifying glass icon and 'WRONG VOTER, SEARCH AGAIN', a yellow one with a printer icon and 'MORE OPTIONS', and a green one with a printer icon and 'PROCESS PROVISIONAL'.

Check-in Table/ Poll Paper Ballots and 17-year-old Voters

All regular Poll Paper ballots are processed at the Voter Assistance Table.

If you are at the Check-in Table and a voter requests a paper ballot, you must send them to the **VAT** (pg. 74).



The ePollbook does not prompt you to send the voter to the VAT when they request a paper ballot. REMEMBER any ballot on paper is processed at the VAT!



***Registered 17-year-old voters may not vote on a TSX machine, and they must vote a poll paper ballot only.**

The ePollbook will prompt you to send them to the **VAT** to be processed (pg. 75).

The screenshot shows the 'Voter Eligibility' screen. At the top, there's a status bar with a gear icon, the title 'Voter Eligibility', and a battery level of 53%. Below this are 'BACK' and 'HOME' buttons. The voter's information is displayed: Name (DEBBIE A PARTON), Birth Year (2001), Voter ID (336955), and County (STA). The address is 1210 W VINE ST, ALLIANCE, 44601. The precinct is ALLI1C_ACS and the party is NONE. A yellow box highlights '17 Year Old'. A green checkmark icon is next to the text 'Voter is eligible to vote.' Below this, a blue box contains the instruction: 'The voter is 17 years old. Follow 17 year old procedures and escort them to the VAT table.' At the bottom, there are two buttons: 'MORE OPTIONS' and 'PROCESS NEXT VOTER'.

ePollbook User Change

On Election Day, the VLM may instruct the PEO assigned to the ePollbook to take a break or to change positions with another PEO. The PEO leaving the ePollbook must log out **temporarily**. Any PEO replacing someone at an ePollbook must sign in.

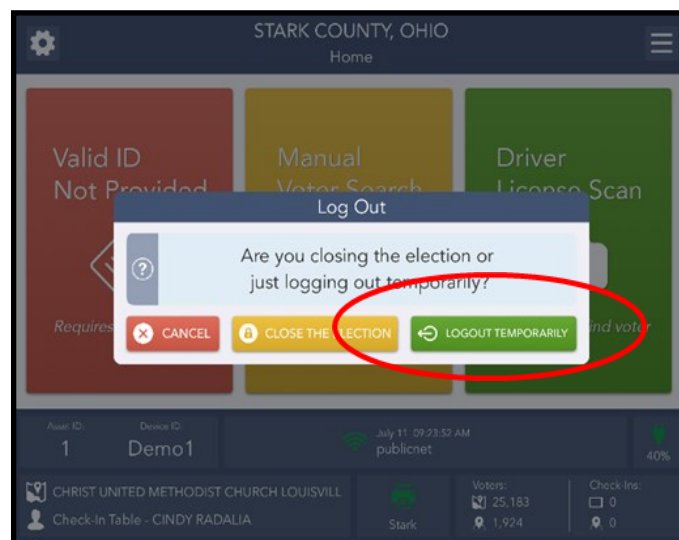
To **log out temporarily**,

1. Select the blue dropdown menu.
2. Then select Logout.

(Never close the Election until the end of the day!)

3. Select Logout Temporarily.
4. The replacement PEO will need to log in. The Start screen will appear, and the replacement PEO will log in by selecting START. The ePollbook will prompt them to log in.

The next PEO working the ePollbook will press the **green** START button to log in.



Voter Assistance Table (VAT)

The Voter Assistance Table issues all paper ballots, both Poll Paper Ballots and Provisional Ballots. All paper ballots are the same; it is the manner in which they are processed that makes them Poll Paper or Provisional.

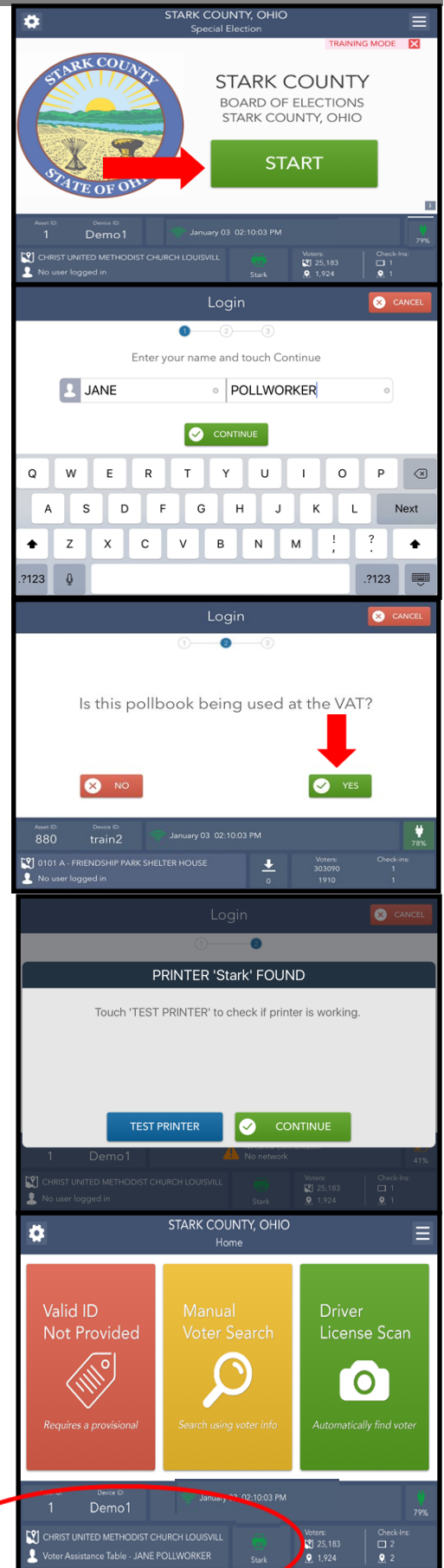
The Voter Assistance Table will have a bipartisan team of the VLM or VLM Assistant and one PEO of the opposite party. They will issue both Poll Paper and Provisional Ballots, as well as encode Voter Access Cards .

To use the ePollbook at the Voter Assistance Table, it must be signed in as the VAT.

1. When the Stark County screen appears, touch the *START* button.
2. The PEO or VLM assigned to the ePollbook at the Voter Assistance Table (VAT) will enter their full first and last name using the pop-up keyboard. Then, touch *CONTINUE*.
3. The ePollbook will prompt *Is this pollbook being used at the VAT?* The VLM or PEO working with the VLM at the Voter Assistance Table selects the **green YES** button.
4. The screen will show *TEST PRINTER* to check whether the printer is working. Press *TEST PRINTER* and a test slip will print. Place this slip in the manila envelope attached to the VAT. Press *CONTINUE* if the printer is working. If it is not working, see troubleshooting on page 44.
5. The ePollbook Home Screen with Voter Assistance Table will appear in the bottom left corner.

*The Voter Assistance Table ePollbook should also be used to encode voter access cards for regular voters on the TSX when not processing searches, updates, or poll paper and provisional ballot voters.

The VLM must verify each paper ballot is processed correctly before the voter leaves the polling location.



Processing Ballots at the VAT

PROCESSING THE VOTER

At the Voter Assistance Table, start at the Launchpad to check in the voter.

You may scan the driver's license or enter the voter's information manually.

If no valid ID is provided, select Valid ID not Provided.

DRIVER'S LICENSE SEARCH

To process an eligible voter by scanning their driver's license or state ID, place the ID on the edge of the back left side of the stand. Make sure the ID barcode is facing the iPad. You will see the barcode in the **green** barcode box to the right. It will automatically scan when it sees the barcode.

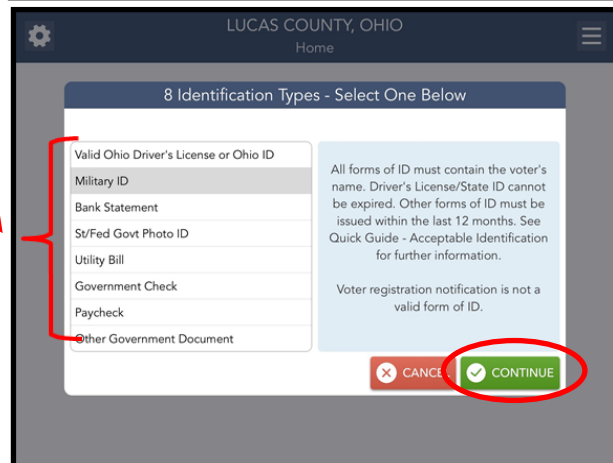
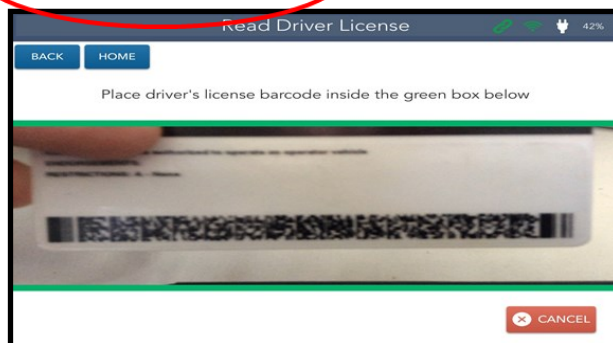
Once the scanner has captured the barcode, the voter's information will appear.

MANUAL SEARCH

To process an eligible voter by using the **yellow** MANUAL SEARCH button, select the type of ID provided from the list of acceptable identification types. Then touch CONTINUE.

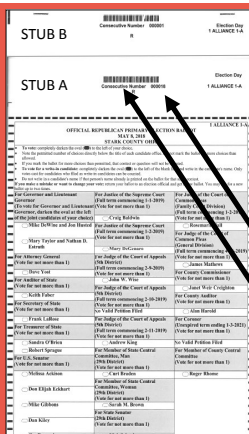
VALID ID NOT PROVIDED MANUAL SEARCH

If a voter does not bring ID to the polling location, use the **red** Valid ID Not Provided button. This will be the same as the manual search process, but the voter must vote provisional.



The packs of paper ballots provided for the Election are for both Poll Paper ballots and Provisional ballots. It is the manner in which they are processed that determines the type of ballot.

Every ballot issued must be scanned in the ePollbook!



Ballots are stapled together through Stub B.

Tear off ballot between Stub B and Stub A.

Stub A:

- Remains attached for Provisional Ballots.
- Is removed by the voter and placed in the Stub Envelope for Poll Paper Ballots.

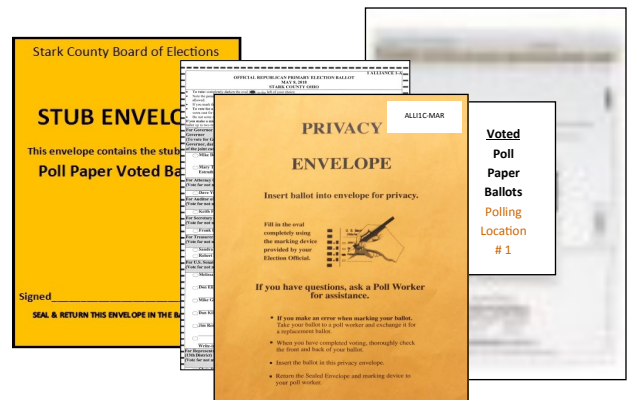
Ballot Stub Number

Paper Ballot Barcode Must be scanned by the ePollbook!

VAT/ A Regular Voter Requests a Paper Ballot

A regular voter has a valid ID, is not flagged and chooses a paper ballot instead of TSX, that ballot is called a Poll Paper Ballot. It is processed by the ePollbook at the VAT. The voter is given a manila Privacy Envelope. *In order for a ballot to count, it must be in the correct envelope.* Please follow these steps at the **Voter Assistance Table** for a **regular voter**:

1. Process the voter by scanning their license or searching manually.
2. Once they have verified their identity, selected their party if applicable, and signed the ePollbook press **ISSUE BALLOT**. (The ePollbook defaults to TSX voting for all regular voters.)
3. **If they request a Poll Paper Ballot, you must select the blue Paper Ballot box.** It will turn **green**, and the Issue Ballot screen appears.
4. Select the correct poll paper ballot by the precinct ballot style shown on the ePollbook screen. (Poll paper ballots and Provisional ballots are the same ballots. It is how they are processed that determines which envelope they are sealed in.)
5. Find the correct precinct ballot and **scan the poll paper ballot**. (If you try to scan the incorrect precinct ballot, the ePollbook will not let you process the incorrect ballot.)
6. Once you scan the correct precinct ballot, the ePollbook will post "Voter successfully checked in. *Great Job!* Direct voter to the privacy booth area."
7. Give the voter the scanned poll paper ballot, and **have the voter tear off Ballot Stub A and place it in the Ballot Stub Envelope**.
8. Affix the precinct label to the top right corner of the manila-colored **Privacy Envelope** and give it to the voter. (Precinct labels are located in the VLM Notebook.)
9. Direct the voter to the Privacy table. After voting the ballot, the voter seals their ballot in the Privacy envelope and returns it to the VAT.
10. Place the sealed **Privacy Envelope** in the clear plastic bag labeled Voted Poll Paper Ballots.



VAT/ 17-Year-Old Voter/ Poll Paper

A 17-year-old registered voter who will be 18 years of age on or before the date of the next General Election may vote in a Primary Election on **candidates only**.

They **CANNOT** vote on: any candidacy for a state or county political party's central committee, or any question or issue, such as a school tax levy or local liquor option.

1. The 17-year-old voter must be processed at the VAT.
They must fill out and sign a 17-year-old identification label (found in the VLM notebook). Place the completed label on the front of a manila **Privacy envelope**.
2. At the Voter Assistance Table, scan the license or find the voter manually. If the voter is eligible, the ePollbook will display *Voter is eligible to vote* in **green** and **17-Year-Old** in the **yellow** comment box.
3. Process the 17-year-old voter. Once they have verified their identity, selected their party if applicable, and signed the ePollbook, it will only give the option of voting a Poll Paper Ballot. You must scan the correct precinct ballot. Once the Poll Paper ballot has been scanned correctly into the ePollbook, affix the correct precinct label to the 17-year-old identification envelope label on the yellow Privacy envelope. Then, hand the Poll Paper Ballot to the 17-year-old voter.
4. The 17-year-old voter will tear off the Poll Paper Ballot stub and place it in the stub envelope. Give the voter the instruction form for 17-year-old voters and tell them to follow the instructions carefully.
(The instructions and labels are found in the VLM Notebook.)
5. The 17-year-old voter will vote at the privacy table and they will seal their ballot in the Privacy envelope with the 17-year-old identification envelope label affixed on the front side of the Privacy envelope. The voted Poll Paper Ballot is sealed in the Privacy envelope by the voter and returned to the VAT. The PEO places the Privacy envelope with all other sealed Privacy Envelopes in the Clear Voted Poll Paper Bag.

17 year-old identification label

Instruction form for 17-year-old voters

VAT/ Provisional Voter/ Provisional Ballot

There are multiple reasons that a voter may appear as a provisional voter in the ePollbook. A provisional voter has a **red** *Voter is Not Eligible to Vote* message and a **red** tag at the top of the screen with the provisional reason.

REMINDER: This voter will NOT be issued a voter access card for the TSX. They will be issued a Provisional Ballot and a white Provisional Envelope at the VAT. The white Provisional Envelope has a form on it which the provisional voter must fill out completely. In order for a ballot to count, it must be in the correct envelope.

Reasons a voter may be issued a provisional ballot include:

- A valid ID was not presented at the time of check-in.
- A voter demands to vote in the wrong voting location.
- A voter requested an absentee ballot.
- A Voter Notification Card (VNC) was sent, and the voter did not respond.
- A voter's new address is invalid.
- A voter had a name change but did not provide proper documentation.

Voter Eligibility 100%

BACK HOME VNC Returned

Name: BRAD T PITT JR Birth Year: 1957 Voter ID: 283332 County: STA

Address: 1210 W VINE ST ALLIANCE, 44601 Precinct: ALL1C_ACS Party: REP

VNC Returned

Voter is not eligible to vote a regular ballot. Read instructions below.

Acknowledgment card returned undeliverable. Voter must cast a provisional ballot.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS PROCESS PROVISIONAL

Attach the correct Precinct label at the top right of the white **Provisional Envelope**. A Provisional Envelope must be filled out by the voter. It captures the voter's information so the BOE can update the voter. (Precinct labels are found in a sleeve in the VLM Notebook)

You do not need to write the stub number.

Remember: only one completed Provisional Ballot goes into a White **Provisional Envelope**!

There is one **Orange** Provisional Ballot Bag for each Polling Location. The voter returns the sealed envelope to the Voter Assistance Table, where it is checked to make sure it is filled out correctly. The PEO at the VAT then places the completed Provisional Envelope in the **Orange** Provisional Ballot Bag.

Give every Provisional voter a Provisional Notice to take with them.

STUB A

Provisional Ballot Form

ALL1C_ACS

PROVISIONAL BALLOT NOTICE

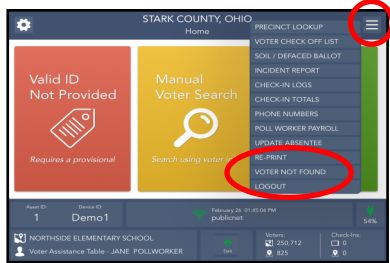
VAT/ Checking in a Provisional Voter

After the scanner has captured the license barcode or you have entered the person manually, the voter's information will appear. Verify it is the correct voter. The voter must vote Provisional if the red box displays *Voter is not eligible to vote a regular ballot*. The ePollbook will list the reason the voter must vote Provisionally in the yellow box. The purpose of the Provisional ballot is to update the voter's current information and verify their eligibility to vote. Follow the ePollbook prompts and directions as follows:

1. Select the **green** *PROCESS PROVISIONAL* button.
2. The screen flips upside down and the voter chooses their party ballot if there are candidates or issues only.
3. The screen flips back and the precinct ballot style appears on the ePollbook screen. Select the correct precinct ballot style and **scan** the Provisional Ballot into the ePollbook. (If the wrong precinct ballot style is selected, the ePollbook will warn you and not process the voter until the correct precinct ballot style is selected.)
4. The *Voter successfully checked in* prompt will show it is the correct precinct ballot style. Give the voter the Provisional ballot with the stub attached. **(The stub remains attached on Provisionals.)**
5. Attach the correct precinct label to the upper right corner of the White Provisional Envelope and give to the voter. (You do not need to record the stub number.)
6. Direct the voter to the privacy table for voting. The voter must complete the White Provisional Envelope correctly and seal the voted ballot with the stub attached inside the Provisional envelope.
7. When the voter returns their sealed **White Provisional Envelope**, verify they have completed all required entries. Please have the voter finish any incomplete fields on the form.
8. Once the White Provisional Envelope is complete, place the sealed White Provisional envelope in the **Orange** Provisional bag.
9. Give the voter a **Provisional Notice** to take with them.

Voter Not Found in the ePollbook

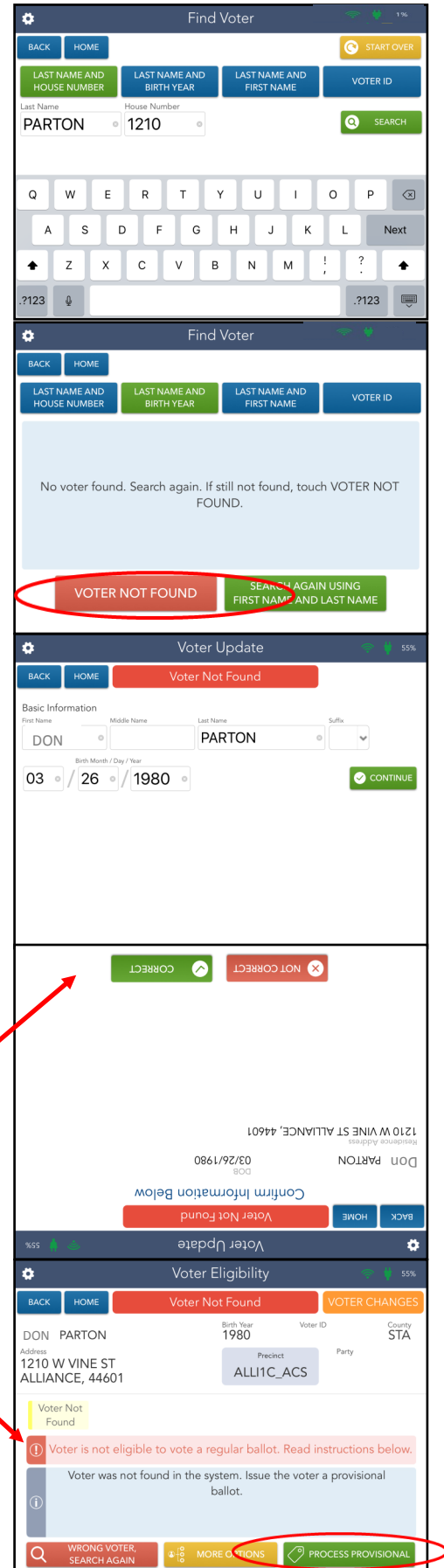
The Voter Not Found button is also located in the drop-down **blue** menu on your Home Screen.



It is very important to search for a voter by utilizing all of the search options to find the correct voter. A search may bring up other names, but you must be sure you are issuing a ballot to the correct voter.

To search for a voter:

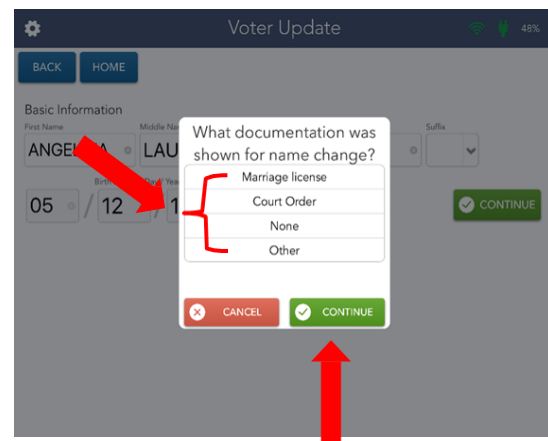
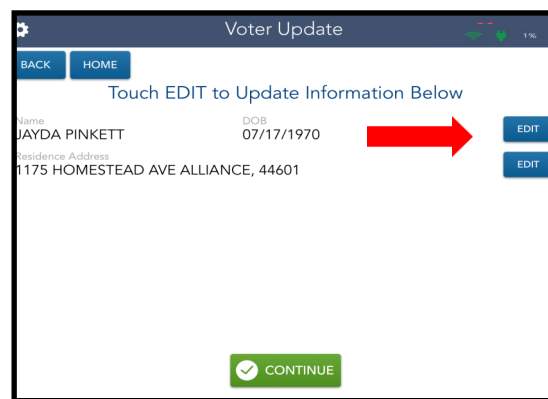
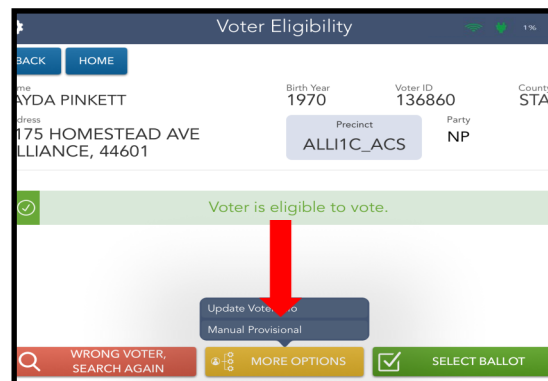
1. Begin with **LAST NAME AND HOUSE NUMBER**. This will bring up all registered voters by that name and house number. If you do not see the correct voter, select **BACK** at the top left of the screen.
2. Then select the next search option: **LAST NAME AND BIRTH YEAR**. Enter the voter's information.
3. Select the correct voter if found, and process the voter. Or select **SEARCH AGAIN USING FIRST NAME AND LAST NAME** if the first search button does not find the voter.
4. If you do not find the voter in the ePollbook after using all of the search options, press **VOTER NOT FOUND**.
5. The screen will prompt you to enter their information. Follow the prompts, and fill in all of the correct information. It will show the voter information you entered.
6. The voter must verify that the information is correct. The screen will flip, and the voter presses **CORRECT** or **NOT CORRECT**.
7. Once the voter has been added to the ePollbook, you will arrive at the Voter Eligibility screen. The **red** and **yellow** messages indicate that the voter was not found in the system. This voter must be issued a provisional ballot.
8. Touch the **green PROCESS PROVISIONAL** button and complete the check-in. (See page 76.)



VAT/ Changing a Voter's Name

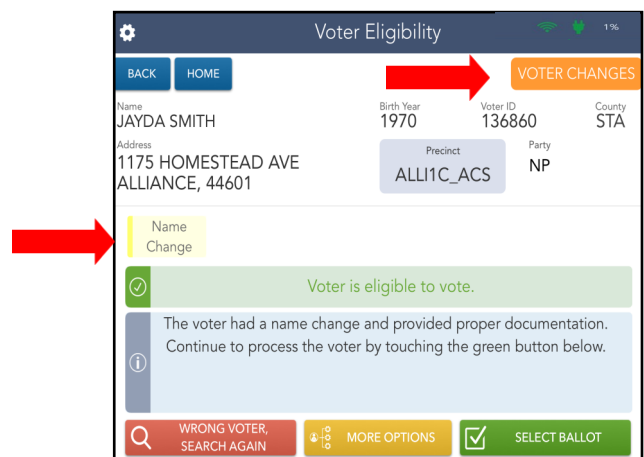
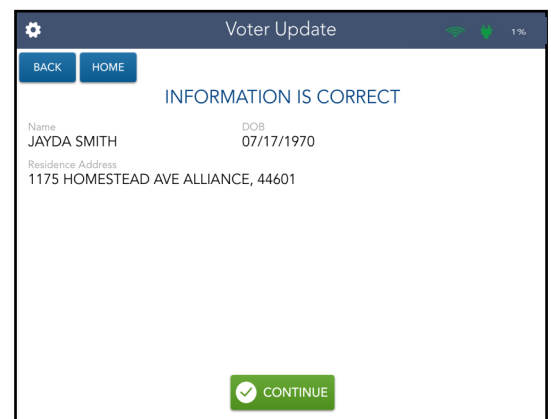
Follow these steps to update a voter's name:

1. Touch the **yellow** *MORE OPTIONS* button and select *UPDATE VOTER INFO*.
2. Touch the **blue** *EDIT* button next to the voter's name.
3. Modify the voter's name as necessary by touching the text field that needs to be changed.
4. Clear the text using the gray (X) in the field and enter the voter's new name information.
5. Touch the **green** *CONTINUE* button when you are done.
6. A pop-up will appear. Select the type of documentation provided from the list presented. If no documentation was provided, select None.
7. Touch the **green** *CONTINUE* button.



VAT/ Changing a Voter's Name (continued)

8. The Confirm Information screen will flip upside down. This is your indication to tilt the ePollbook towards the voter. Direct the voter to verify their information and touch the appropriate button. Touch the **green** *CONTINUE* button once the information has been confirmed and the screen has flipped back towards you.
9. The name change has been completed. This is indicated by an **orange** *VOTER CHANGES* tag on the top right. Name Change appears in messaging.
10. The check-in process will continue as normal. A 10L form will print. Follow the instructions to have the voter complete the 10L form. Place the completed 10L form in the front pocket of the VLM Notebook.
11. Once the name change is complete, you may press *Get Voter Signature*, or if you need to update the address, select *More Options* (page 81).
12. If sufficient documentation has been shown, the ePollbook will prompt the voter to vote a regular TSX ballot.
13. If no documentation has been given, the ePollbook will prompt the voter to vote Provisionally. Follow the steps in the Provisional process (page 76).



VAT/ Changing a Voter's Address

1. Select the **yellow MORE OPTIONS** button for the voter whose address you wish to update. Touch **UPDATE VOTER INFO**.
2. From Voter Update, touch the **blue EDIT** button next to the voter's address.
3. The screen shown on the right will appear. Enter the voter's new house number in the house number box. Enter the voter's new street name in the street name box. Touch the **green SEARCH** button.
4. A list of addresses that correspond to the entered information will appear. Select the voter's correct address and touch **CONTINUE**.
5. If the voter has an apartment number to enter, touch **YES** and enter the appropriate information in the text fields that appear.
6. If the voter does not have an apartment number, select **NO**.
7. Allow the voter to confirm their address update by flipping the screen towards them. Continue to the Voter Eligibility screen.
8. The ePollbook may prompt you to have the voter vote a Provisional ballot to update their information (page 77).
9. If the voter has changed addresses within the precinct, the ePollbook will show "Voter is eligible to vote" and prompt a regular TSX ballot. Have the voter fill out a Voter Registration form to update their information with the Board of Elections.
10. A voter who has moved out of the Polling Location's precincts must be redirected to the correct Polling Location. If they refuse to go to the correct Polling Location, they may be processed Provisionally by a manual override (see page 86).

The screenshots illustrate the following steps:

- Screenshot 1: Voter Eligibility** - Shows voter WILL SMITH, DOB 06/13/1993, Precinct ALLI1C_ACS. A yellow **MORE OPTIONS** button is highlighted.
- Screenshot 2: Voter Update** - Shows the 'Touch EDIT to Update Information Below' screen. Red arrows point to the **EDIT** buttons for the voter's name and address.
- Screenshot 3: Search** - Shows the 'Enter information below to locate correct address' screen. A red arrow points to the **SEARCH** button.
- Screenshot 4: Results** - Shows '1 Address(es) Found' with the result 'HOMESTEAD AVE, ALLIANCE, 44601'. A **CONTINUE** button is visible.
- Screenshot 5: Confirmation** - Shows the 'Voter Eligibility' screen after the update. A red circle highlights the **Moved Within Precinct** status and the **Voter is eligible to vote** message.

VAT/ Curbside Voting/ Regular Voter

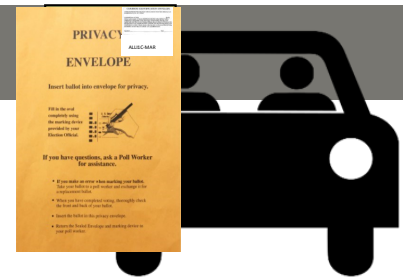
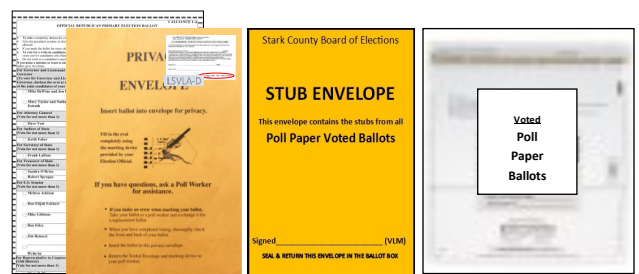
Special Instructions for Curbside Voters:

Voters who are unable to enter the polling location may vote in a vehicle (curbside). The person who notifies PEOs of a curbside voter must be directed to the VLM at the Voter Assistance Table.

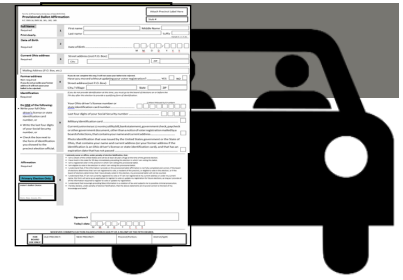
1. If the person notifying the PEO has the voter's identification, refer them to the VLM at the VAT and begin processing the voter.
2. If they do not provide a photo ID with a signature, place a curbside label (found in the VLM Notebook) on a clipboard. Have the person who notified the PEO take the clipboard to the voter. The voter will completely fill out and sign the Curbside label. (In a Primary, the voter will circle their party ballot on the curbside label.) Ask them to return with the voter's ID and the completed label.
3. **When processing the voter, if the voter is eligible to vote a regular ballot, the ePollbook prompts Voter is eligible to vote in green. Press GET VOTER SIGNATURE on the ePollbook.**
4. The screen flips to get the voter's signature. At this point, spell **Curbside** clearly in the signature box and press **DONE**.
5. The screen will flip back, and you can compare the signature on file to the signature on the driver's license, State I.D or the Curbside Label.
6. Once the signature has been verified, select **ISSUE BALLOT** on the ePollbook.
7. If the Curbside Voter is a regular voter, the ePollbook prompts the Curbside Voter to vote TSX. Select **Paper Ballot** instead to issue a Poll Paper Ballot.

*If the ePollbook states the **voter is ineligible to vote a regular ballot**, follow the steps on page 83 for a Curbside Provisional Voter.

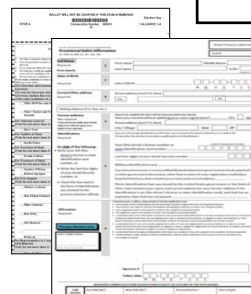
8. You must select the correct precinct ballot style and **scan the ballot** into the ePollbook.
9. Affix the voter's curbside label to a Privacy Envelope and affix the correct precinct label to the bottom of that curbside label.
10. As a bipartisan team, take the correct **scanned** ballot, the Privacy Envelope, and the stub envelope out to the curbside voter.
11. Have the voter fill out the ballot.
12. After voting, the voter removes stub A and puts it in the stub envelope. The voter places the paper ballot in the privacy envelope and seals the envelope when finished.
13. The bipartisan team will return to the VAT and secure the sealed Privacy Envelope in the **Clear Voted Poll Paper Ballot Bag**.

VAT/ Curbside Voting/ Provisional Voter



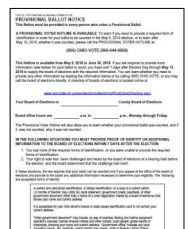
1. If the person notifying the PEO has the voter's identification, refer them to the VLM at the VAT to process the voter.
2. Process the curbside voter from the information on the ID provided.
3. When processing the voter, the ePollbook will show ***Voter is not eligible to vote a regular ballot in red.***
4. **Select *PROCESS PROVISIONAL* in green.**
5. You must select the correct precinct ballot style and scan the ballot into the ePollbook.
6. Affix the correct precinct label to the top of a Provisional envelope.
7. As a bipartisan team, take the correct scanned ballot, the white Provisional Envelope, and a Provisional Ballot Notice out to the curbside voter.
8. Have the voter fill out the Provisional Envelope and Provisional Ballot.
9. After voting, the voter places their completed ballot with STUB A attached in the Provisional Envelope and seals it.
10. Check that all fields on the Curbside Voter's Provisional Envelope has been filled out. If they omitted any of the fields, have them complete the Envelope fields.
11. Once the sealed and completed envelope is received, give the Curbside Voter a Provisional Ballot Notice.
12. The bipartisan team will return to the VAT and secure the completed, sealed Provisional Envelope in the **Orange Provisional Ballot Bag**.



Provisional Ballot and Provisional Ballot Envelope



Orange Provisional Ballot Bag



Provisional Ballot Notice

Voter flagged Wrong Location

When a voter is flagged *Wrong Voting Location*, there are three possible options:

1. The voter is redirected to their correct location.
2. The voter updates their address to move into your precinct and is issued a provisional ballot.
3. The voter demands to vote in the incorrect location and is issued a manual provisional.
(The VLM will complete the 12D form.)

Voter Eligibility

BACK HOME Wrong Location

Name: TOM HANKS Birth Year: 1940 Voter ID: 455880 County: STA

Address: 112 WOODROW ST NW NORTH CANTON, 44720 Precinct: NC1C Party: DEM

Wrong Location

! Voter is not eligible to vote a regular ballot. Read instructions below.

i Voter is at the wrong voting location. Touch the yellow MORE OPTIONS button to re-direct the voter to the correct polling location. To update the voter's information touch the UPDATE VOTER INFO button

WRONG VOTER, SEARCH AGAIN MORE OPTIONS UPDATE VOTER INFO



Use this button if the voter demands to vote in the incorrect location. Voter will be issued a manual provisional ballot and a 12D form will print.

Use this button if the voter needs to update their voter information. If the voter has moved into your precinct, they will be issued a provisional ballot.

Use this button if the voter needs to be redirected to their correct polling location. Information about their new location will be printed.

Wrong Location/ Re-Direct Voter

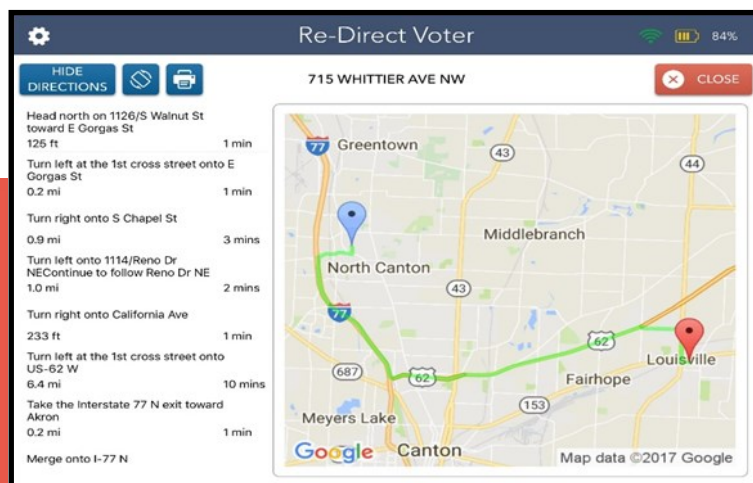
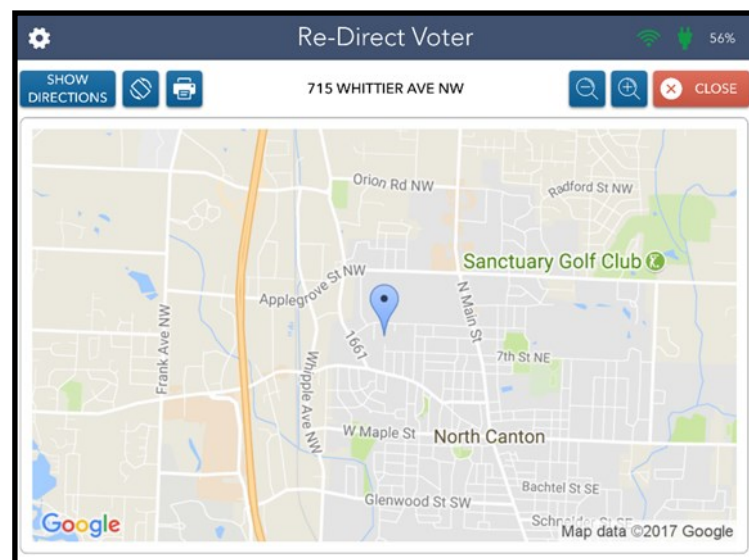
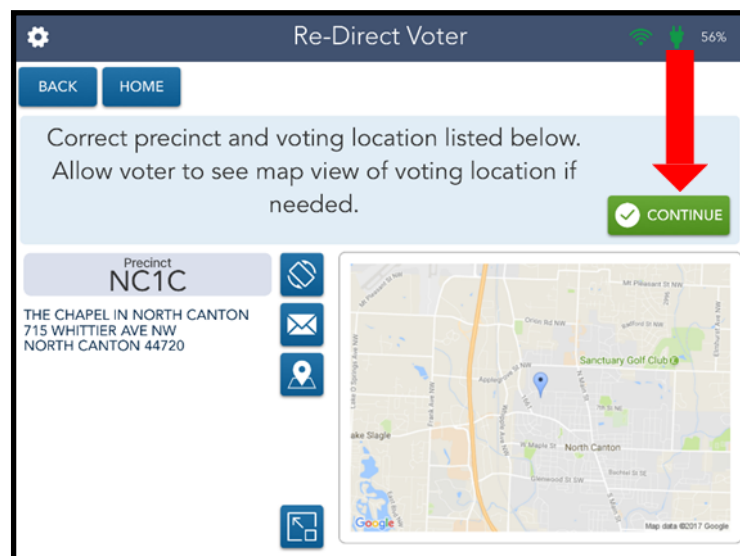
Re-Directing a Voter:

1. Use the **blue** arrow button to flip the screen towards the voter and/or the **blue** envelope button to text or email the voting location information to the voter.
2. Touch the **green** CONTINUE to complete the transaction and print the voter re-direct slip.
3. Touch the  button to expand the map if a voter would like additional information, like turn-by-turn directions to their location.
4. Touch DIRECTIONS to view.
5. Touch  PRINT to print the turn-by-turn directions.

Transferred to: THE CHAPEL IN NORTH CANTON
715 WHITTIER AVE NW NORTH CANTON 44720

Directions:
Head north on 1126 / S Walnut St toward E Gorgas St
125 ft 1 min
Turn left at the 1st cross street onto E Gorgas St
0.2 mi 1 min
Turn right onto S Chapel St
0.9 mi 3 mins
Turn left onto 1114 / Reno Dr NE Continue to follow Reno Dr NE
1.0 mi 2 mins
Turn right onto California Ave
233 ft 1 min
Turn left at the 1st cross street onto US-62 W
6.4 mi 10 mins
Take the Interstate 77 N exit toward Akron
0.2 mi 1 min
Merge onto I-77 N
3.7 mi 3 mins
Take exit 111 for Portage St
0.3 mi 1 min
Turn right onto Portage St NW
0.1 mi 1 min
Continue straight to stay on Portage St NW
0.8 mi 2 mins
Turn left onto Whittier Ave NW
0.2 mi 1 min
Continue straight Destination will be on the right
112 ft 1 min

If the Voter refuses to go to the correct polling location after you offered the re-direct, use the Manual Override. They will vote on a Provisional Ballot, and a 12D form will print. (See page 86.)



VAT/ Wrong Location/ Manual Override

Issuing a Provisional (Manual Override):

This is used when a voter is not in the correct location, refuses to leave and insists on voting at your location.

1. Select the **yellow** box, MORE OPTIONS.
2. Select Manual Provisional.
3. Touch the arrow on the drop-down box.
4. Select the precinct ballot style that will be issued to the voter. (You may select any precinct ballot style and process the voter Provisionally.)
5. Touch the **green** CONTINUE button.
6. Process the Provisional.
7. The ePollbook will print a **12D** form.
8. The VLM will fill out the **12D** and tape it to the back of the voter's Provisional envelope.
9. Direct the voter to the privacy table.

12D

Printed by: RABALISA GOMEZ
2017-07-19 15:05

PROVISIONAL VOTER PRECINCT VERIFICATION FORM

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct, or the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1: Find the voter's address in the Voting Location Guide.

STEP 2: Write the name or number of the voter's correct precinct below:

.....

STEP 3: Write the name and address of the voter's correct polling place below, if different from where you are now:

.....

STEP 4: Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5: Instruct the voter that casting the wrong precinct provisional ballot in this precinct will result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

SIGNATURE OF PRECINCT ELECTION OFFICIAL: _____

PRECINCT NAME/NUMBER: _____

POLLING PLACE NAME: _____

Attach this form to the voter's provisional ballot envelope.
Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's provisional ballot.

Provisional Envelope

PROVISIONAL VOTER PRECINCT VERIFICATION FORM

Printed by: RABALISA GOMEZ
2017-07-19 15:05

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct, or the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1: Find the voter's address in the Voting Location Guide.

STEP 2: Write the name or number of the voter's correct precinct below:

.....

STEP 3: Write the name and address of the voter's correct polling place below, if different from where you are now:

.....

STEP 4: Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5: Instruct the voter that casting the wrong precinct provisional ballot in this precinct will result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

SIGNATURE OF PRECINCT ELECTION OFFICIAL: _____

PRECINCT NAME/NUMBER: _____

POLLING PLACE NAME: _____

Attach this form to the voter's provisional ballot envelope.
Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's provisional ballot.

Voter Eligibility

BACK HOME Wrong Location

Name SANDY ALOMAR Birth Year 1974 Voter ID 149888 County STA

Address 625 6TH ST NW Precinct NC1C Party NP

625 6TH ST NW NORTH CANTON, 44720

Wrong Location

Voter is not eligible to vote a regular ballot. Read instructions below.

Voter is at the wrong voting location. Touch the yellow MORE OPTIONS button to re-direct the voter to the correct polling location. To update the voter's information touch the UPDATE VOTER INFO button.

Re-Direct Voter Manual Provisional

WRONG VOTER, SEARCH AGAIN MORE OPTIONS UPDATE VOTER INFO

Voter Eligibility

BACK HOME Wrong Location

Name SANDY ALOMAR Birth Year 1974 Voter ID 149888 County STA

Address 625 6TH ST NW Precinct NC1C Party NP

625 6TH ST NW NORTH CANTON, 44720

Manual Provisional

ALL11C-ACS-D and attach Form 12-D to the provisional envelope.

ALL11C-ACS-N

ALL11C-ACS-R

ALL11C-MAR-D

ALL11C-MAR-G

ALL11C-MAR-N

ALL11C-MAR-R

CANCEL CONTINUE

Touch the yellow MORE OPTIONS button to re-direct the voter to the correct polling location. To update the voter's information touch the UPDATE VOTER INFO button.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS UPDATE VOTER INFO

Precinct Lookup

To find a voter's correct precinct by using their address:

1. Select the Precinct Lookup button from the **blue** menu on your Home Screen. The screen at the right will appear.
2. Enter the voter's house number and street name in the fields provided.
(Do NOT spell out numbered streets; they are in the system numerically.)
3. Touch the **green** SEARCH button. If more than one location appears, select the correct address and press continue.
4. The voter's precinct information will be shown. From this screen, you can expand the map view, print turn-by-turn directions, or flip the screen so that the voter can view the information and the map. You can also print the precinct information, text or email the information to the voter.

The screenshot shows the 'Precinct Lookup' app interface. At the top, there are 'BACK' and 'HOME' buttons. Below them is a prompt: 'Enter information below to locate correct address'. There are two input fields: 'House Number' with '411' and 'Street Name' with '5TH'. To the right of these fields is a green 'SEARCH' button with a magnifying glass icon. A red arrow points to this button. Below the search fields, it says '3 Address(es) Found'. A table lists three results: '5TH ST LOUISVILLE, 44641 LSVLA 0', '5TH ST NE NORTH CANTON, 44720 NC2B 1', and '5TH ST NW NORTH CANTON, 44720 NC1C 0'. The third result is highlighted with a blue background. At the bottom, there are 'CANCEL' and 'CONTINUE' buttons.

Address	City	State
5TH ST	LOUISVILLE, 44641	LSVLA 0
5TH ST NE	NORTH CANTON, 44720	NC2B 1
5TH ST NW	NORTH CANTON, 44720	NC1C 0

The screenshot shows the 'Precinct Lookup' app interface after a search. At the top, there are 'BACK' and 'HOME' buttons. Below them is a red banner with a warning icon and the text 'Address is not at the current voting location'. Below the banner, the 'Voter Address' is displayed: '411 5TH ST NW, NORTH CANTON, 44720'. To the right of the address is a red 'SEARCH AGAIN' button. Below the address, the 'Precinct' is listed as 'NC1C'. Below the precinct, the address is repeated: 'THE CHAPEL IN NORTH CANTON 715 WHITTIER AVE NW NORTH CANTON 44720'. To the right of this text is a map showing the location. A red arrow points to the map. On the left side of the map, there are four icons: a location pin, a magnifying glass, a printer, and a document. A red bracket is drawn around these icons.

TIP: When entering the street name, enter only the first 3-4 characters of the name (example: WASH [Washington]). A list of street names with "WASH" in them will show. Choose the correct one from the list.



Checking a Voter Access Card / VLM

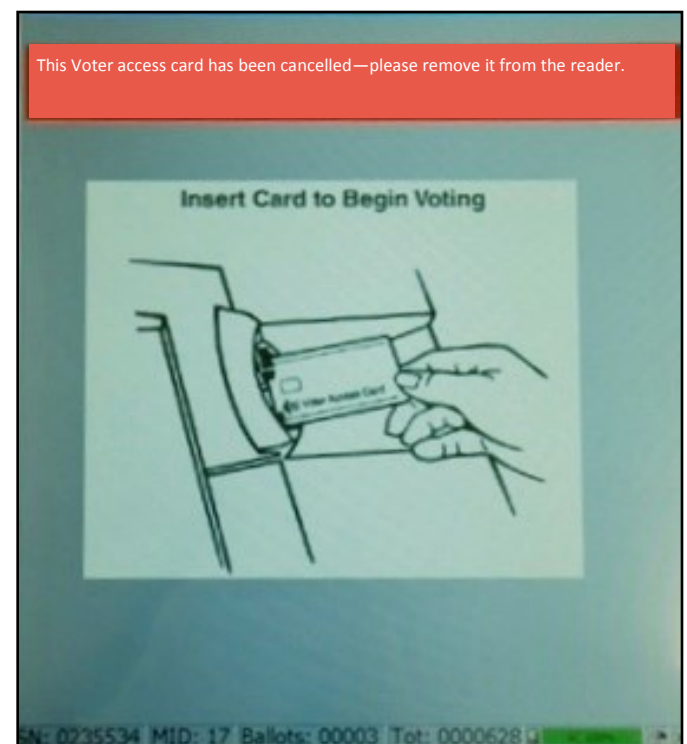
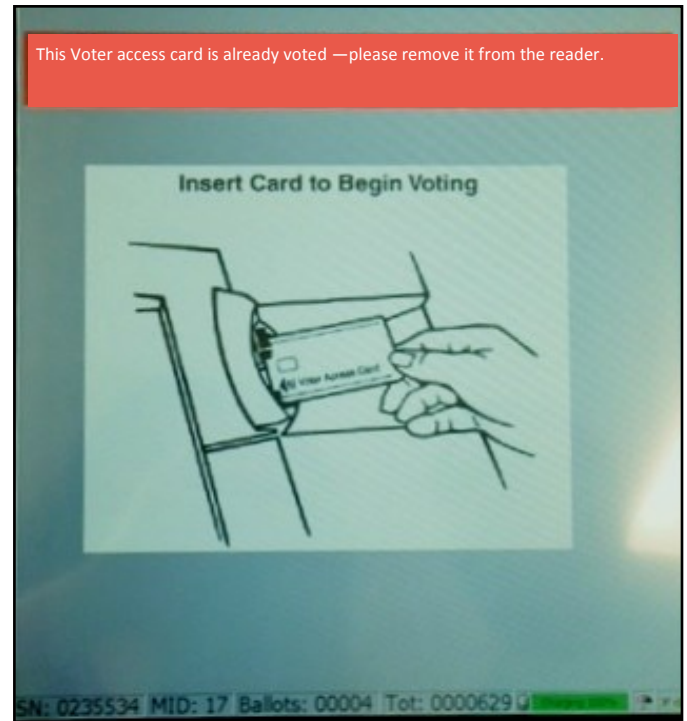


There are a few reasons you may need to check a voter access card.

- ◆ A TSX timed out.
- ◆ A voter changed their mind.
- ◆ The voter access card got stuck.

To check a voter access card to see if the ballot has been cast, the VLM and a PEO of the opposite party must insert the voter access card into a TSX machine. Please do this so the voter is able to see the TSX screen when the card is inserted. There are three possibilities:

1. If the screen shows the ballot, it has not been cast. The voter may use the card.
2. If the card immediately pops out, the screen may show in the red area **"This voter access card is already voted, please remove it from the reader."** This means the ballot has been cast. Please explain to the voter that the ballot has been cast. Another ballot cannot be issued.
3. If the card immediately pops out, the screen may show in the red area **"This voter card has been cancelled, please remove it from the reader."** The ballot has not been cast. The VLM must soil/deface the ballot in the ePollbook at the VAT (see page 89). After the VLM does a soil/deface, they may reissue a new voter access card to the voter with the ePollbook.



Soiled and Defaced Ballots/ VLM

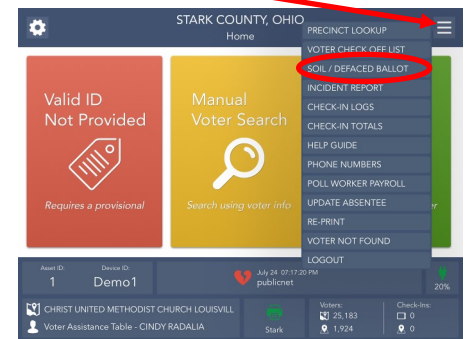
The ePollbook has a **Soil/Defaced Ballot** Function in the drop-down menu in the upper right corner. You can soil/deface ballots for TSX voting, poll paper ballots and provisional ballots. This function must be done at the Voter Assistance Table by the VLM.

If there is a voter who has not cast their ballot on the TSX, and the voter access card needs to be reissued, contact the VLM. An example of this would be, if the TSX machine were to time out and the voter is unable to cast their ballot.

1. The VLM will verify that the voter did not cast their ballot by checking the Voter Access Card on the TSX machine. (See pg. 88)
2. The voter is directed to the Voter Assistance Table.
3. At the VAT, the Voting Location Manager must use the soil/deface function to reissue a voter access card. (See pg. 89)
4. The ePollbook will allow the VLM to reissue an access card to the voter only by following the steps on the ePollbook.
5. The VLM will mark a hash-mark on the machine totals side of the Ballot Accounting Chart to keep track of all TSX ballots that have been soiled/defaced.

If the voter makes a mistake or needs to change a selection on their Provisional ballot or Poll Paper ballot, the Voting Location Manager at the VAT may issue a new ballot.

1. The VLM will select **Soil/Defaced Ballot** from the drop-down menu on the ePollbook.
2. Once the original ballot has been soiled, the voter may be issued a new ballot .
3. The new ballot must be processed by the ePollbook starting at the Home screen.
4. Place the Soiled/Defaced Ballot in the Soiled/Defaced Envelope.



The form is titled 'Ballot Accounting Chart' and 'Machine Totals (TSX)' for May 7, 2019. It includes a section for 'Poll Location: Precincts:' and a table for recording TSX Serial Numbers and Ballots Cast. A red arrow points to the 'Total Soil/Deface Voter Cards' section on the right side of the form.

The envelope is from the Stark County Board of Elections and is labeled 'SOILED/DEFACED BALLOTS'. It includes a section for 'Seal in this envelope:' and a section for 'This envelope contains _____ soiled/defaced ballots that have been replaced with new ballots.' The bottom of the envelope has a line for a signature and the text 'RETURN THIS ENVELOPE IN THE ORANGE BALLOT BAG'.

No more than three Ballots may be issued to a voter.

VAT/ Soiled/Defaced Ballot/ VLM

You must soil/deface a ballot with the ePollbook for TSX, poll paper and provisional ballot voting before issuing a new ballot.

1. At the Voter Assistance Table, select Soil/Defaced Ballot from the **blue** menu on your Home Screen. The Soil Ballot screen will appear.
2. Using the search fields provided, enter the *Birth Year* and *Last Name* of the voter whose ballot you are attempting to soil.
3. Once found, select the voter's record and touch the **green** SOIL button. The Soil Ballot pop-up will appear.
4. Select a reason for soiling the ballot, and select whether you will be issuing a replacement ballot to the voter.
5. Touch the **green** CONTINUE button when you have answered both questions. A pop-up will appear asking if you are sure you wish to soil the ballot.
6. Select YES if you are soiling the ballot. The ballot is now soiled, and a new ballot can be issued.
7. For each TSX ballot, place a hash mark in the Soil/Deface box on the Machine Totals side of the **orange** Ballot Accounting sheet.
8. For a paper ballot, place the soiled/defaced ballot in the Soil/Defaced envelope.
9. To issue a new ballot, process the voter again by entering their identification from the Home screen on the ePollbook.

VAT/ Incident Report/ VLM

1. To add an incident, the VLM will select the Incident Report button from the **blue** menu on your Home Screen at the Voter Assistance Table.
2. Select the **blue** ADD NEW button to add a new note. The pop-up shown here will appear.
3. Select an incident type from the drop-down Incident Category list, scrolling down to the end for Other if none of the selections describe the incident.
4. Select an incident status and enter information on the incident using the keyboard. Touch NOT RESOLVED when you are finished.
5. Your note has now been added. The Board of Elections office will be able to see your note and respond if necessary.

The image shows three screenshots of the STARK COUNTY, OHIO application interface. The top screenshot is the 'Home' screen with a menu on the right where 'INCIDENT REPORT' is circled in red. The middle screenshot is the 'Incident Report' screen with a 'NEW' button circled in red. The bottom screenshot is the 'Fill Incident Report' screen, showing a dropdown menu for 'Incident Category' with 'Voting Machine TSX' circled in red. Red arrows point from the numbered instructions to these specific UI elements.

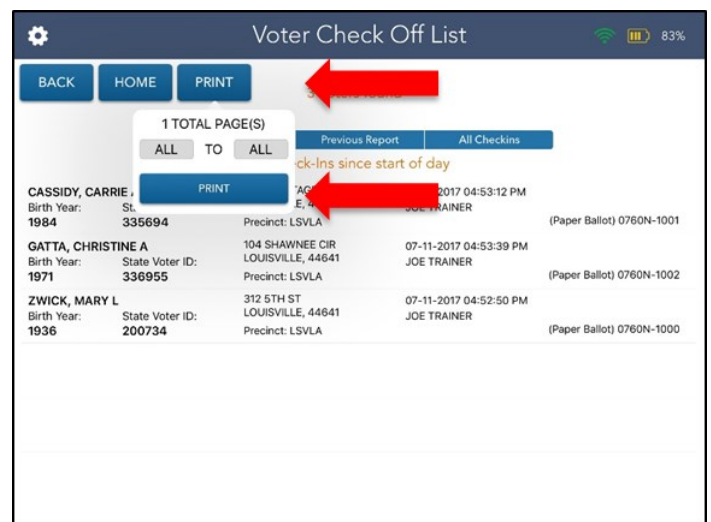
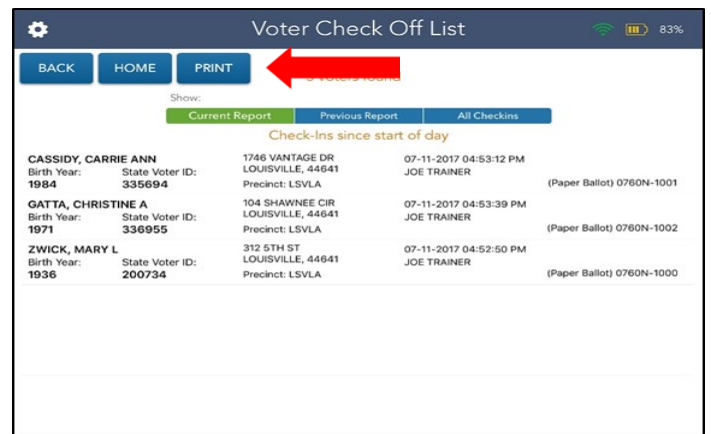
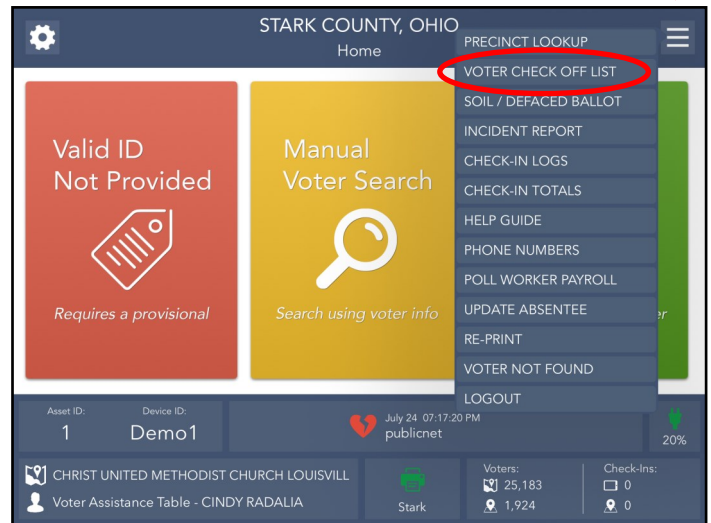
Printing the 11 am and 4 pm Reports/ VLM

The blue Official Voter List is posted before the polls open. At 11:00 am and 4:00 pm an updated list of voters who have voted at the Polling Location must be printed and posted with the blue list.

Any person may enter and check the posted voter list, and they are permitted to take a photo of that list.

To print your 11 am and 4 pm voter reports at the VAT:

1. Select the "Voter Check Off List" button from the **blue** menu on your Home Screen. The Check-in Report screen will appear.
2. Choose "All Check-ins" to print ALL check-ins, or choose "Current Report" for those voters who have checked in since the last printing.
3. Choose "Previous Report" to print the previous report.
4. Touch the **blue** PRINT Button. Verify the page range says ALL to ALL and touch the Print button.
5. Touch HOME when you are finished.
6. Tape the printed report next to the blue voter list on the wall or a table near the entrance.



Where do the 11 and 4 reports go at the end of the day?

Place the 11 and 4 reports in the VAT manila envelope at the VAT at the end of Election Day.



Closing the Polls

It's 7:30 pm, time to close the polls!

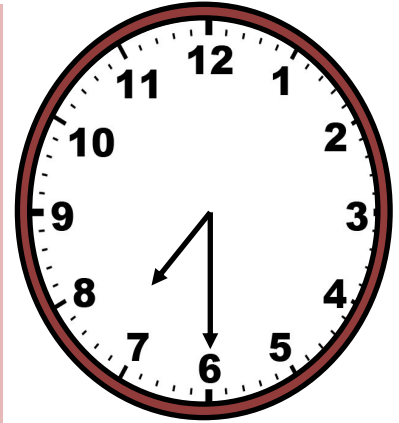
(The last voter in line at 7:30 pm gets to vote)

The key to a successful closing is **teamwork**.

The VLM and VLM Assistant (3 or more precincts) will guide all PEOs on their duties for closing.

It is very important to do the closing correctly.


Being hasty can cause mistakes.



- The VLM uses the closing checklist to be sure all tasks are completed.
- PEOs perform their assigned closing duties under the direction of the VLM and VLM Assistant.
- Assigned PEOs record the TSX counts on the Election Day Equipment Record and proceed to closing the polls on the TSX machines.
- PEOs use the Election Day Guide to perform the closing duties that the VLM or VLM Assistant has assigned to you.
- Everyone works as a team. No PEO leaves until all work is completed.
- All forms are to be filled out completely, totaled and signed.
- PEOs should ask the VLM or VLM Assistant when instructions are unclear.
- After the TSX reports are run, the VLM removes all memory cards. It is important to double check that all of the Memory Cards are removed from TSX machines and placed in the baseball card sleeves.
- The VLM does the ePollbook Closing and Accountability.
- PEOs place all equipment back carefully and neatly in the correct containers.
- All PEOs help load equipment in the PEO Drop-off vehicles.
- The VLM or VLM Assistant ensures that all PEO tasks are completed and the Drop-offs are on their way.
- The VLM or VLM Assistant secures the building.

Closing Checklist

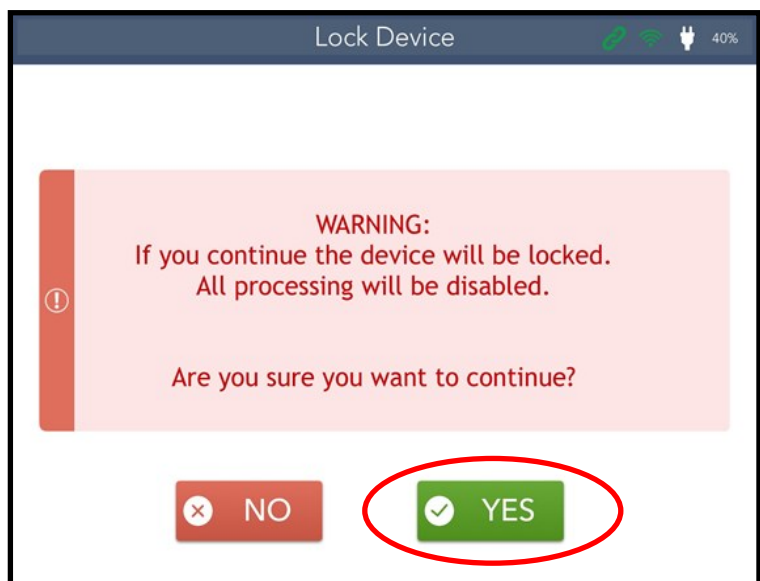
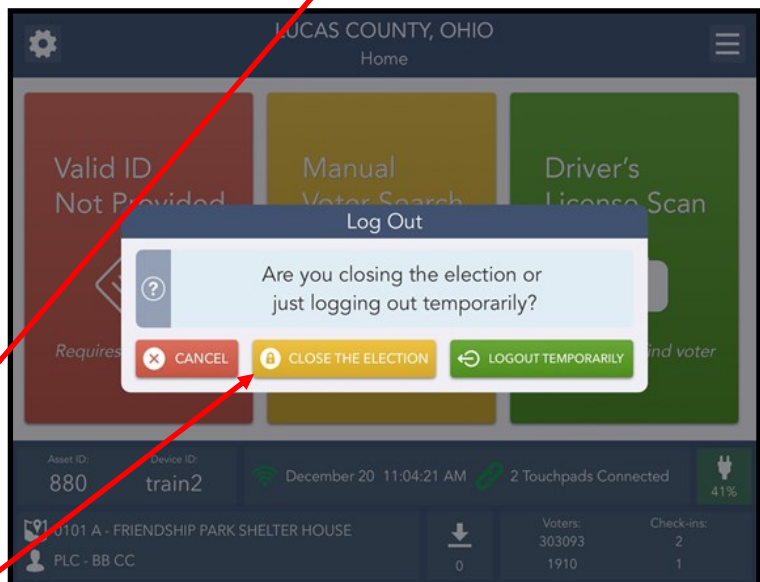
Close the polls at 7:30 pm. Any voter in line at 7:30 pm must be permitted to vote.

CLOSING CHECKLIST	
	ITEMS TO COMPLETE BEFORE POLLS CLOSE
	Be sure the TSX serial numbers are written on the Machine Accounting Chart & Election Day Equipment Record . If not, please record them. Doing this task early saves time at closing.
	Voting Location Manager & PEO Riderback sign and date Pink Chain of Custody Form.
	Voting Location Manager signs and distributes the Yellow Chain of Custody Form(s) to Dropoff PEO(s).
	Prepare supplies, and review closing procedures prior to polls closing.
VOTING LOCATION MANAGER (Immediately after the polls close)	
	Assign duties to PEOs, such as running the reports on the TSX units (within 5 minutes of last voter).
	Write vote total for each TSX unit on the Machine Accounting Chart for TSX Ballots (or assign a PEO to this duty).
VOTING LOCATION MANAGER	
	Follow the ePollbook instructions for Closing at the VAT .
	Run the Ballot accounting on the ePollbook at the Voter Assistance Table.
	Pack the ePollbooks according to the manual. See page 103.
	Use one ballot box to follow the packing instructions. The others will hold just the transfer case(s).
	Place all Unused Ballots, Envelopes and the Stub Envelope at the bottom of the White Ballot Box. See Page 112.
	Place transfer case(s) in the ballot box(es). See page 112.
	Place the sealed VAT envelope in the Ballot Box.
	Place all completed Provisional envelopes in the Orange Provisional bag throughout the day. At the end of the day, seal it with the blue pull-tight seal (See page 111), then place the Orange Provisional Ballot Bag in the Ballot Box.
	Place all sealed Privacy Envelopes with Poll Paper Ballots in the clear Poll Paper ballot bag throughout the day. At the end of the day, seal the clear Poll Paper Ballot Bag, then place it in the Ballot Box.
	Place all completed forms in the front pocket of the VLM Notebook and place it in the Ballot Box. Keep out the Yellow and Pink Chain of Custody form(s).
	Once reports are completed, secure Memory Cards for transport to the Board of Elections. See page 107. <u>Make sure the number of memory cards in the bag matches the label.</u> **Do not put the bag(s) containing the Memory Cards into the metal transfer case. They go on the lap of the PEO Riderback.**
THE GOAL FOR THE VLM AND THE PEO RIDERBACK IS TO LEAVE FOR THE BOE BETWEEN 8:00 AND 8:30 PM.	
ONCE ALL REPORTS ARE COMPLETED, THE VLM AND PEO RIDERBACK TAKE MEMORY CARDS, SIGNED PINK CHAIN OF CUSTODY FORM(S), GREEN PAYROLL SHEETS, ePOLLBOOKS, AND BALLOT BOXES TO THE BOE. IF THE VLM AND PEO RIDERBACK LEAVE LATER THAN 8:30 PM CALL THE BOE WITH DEPARTURE TIME.	
ALL REMAINING PEOs (under the guidance of the VLM Assistant where applicable):	
	Close the TSX Units. (Do Not Re-Lock the Memory Card Access Door.) See the TSX instructions on page 104.
	Begin packing supplies. Pack the Bankers Boxes as printer housings are removed from the TSX units.
	Take down all signs. Bring in the flags and consolidate the outside ADA equipment.
THE GOAL FOR EACH PEO DROPOFF IS TO LEAVE BETWEEN 8:00 AND 8:30 FOR THE DROPOFF LOCATION .	

ePollbook/ Closing the Election/VLM

It is time to close the Election when the last voter in line at 7:30 pm has voted. The ePollbooks may take a few minutes to communicate with each other.

1. Check the location check-in counts at the bottom right of each ePollbook to verify that they match. They should all show the same total check-ins for the location. This should be accurate within minutes of the last voter.
2. Once the last voter has voted and the ePollbooks are in sync, you may begin the closing procedure for all the ePollbooks except for the VAT ePollbook.
3. To close the election at the end of the day, select the LOGOUT button from the **blue** menu on your Home Screen.
4. This pop-up will appear. Touch the **yellow** CLOSE THE ELECTION button.
5. The warning screen to the right will appear.
6. Touch the **green** YES button to continue closing the election. If it is NOT the end of the day, touch the **red** NO button to go back to your home screen.



ePollbook/ Closing the Election (Continued)/ VLM

7. Two PEOs (one Democratic and one Republican) must enter their lock passwords.

Password #1 is the Democrat password and password #2 is the Republican password.

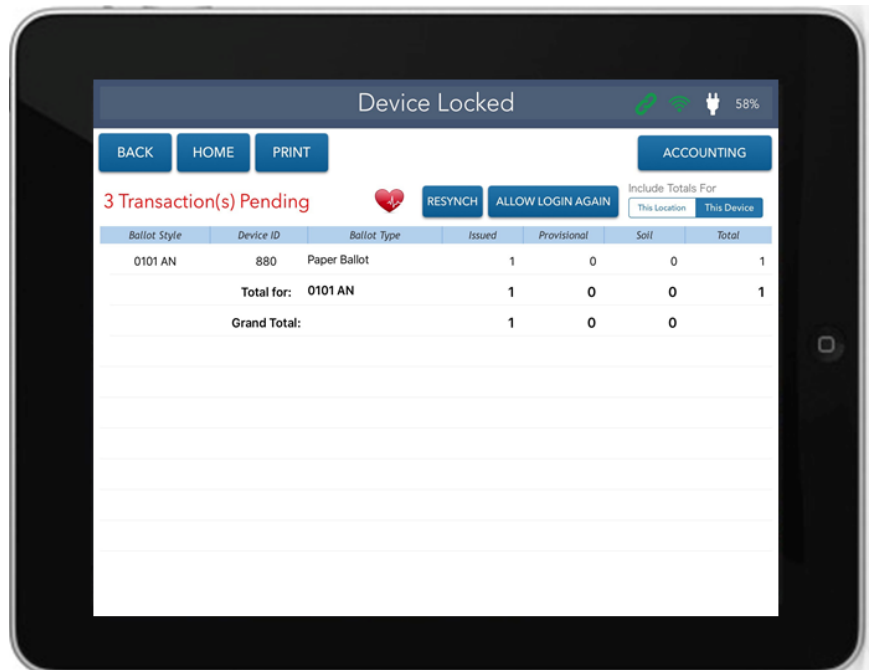
These passwords change each Election.

8. Touch the **green** LOCK DEVICE when the passwords have been entered.



9. Your device will now synchronize, which is indicated by an **orange** message. Wait until the message disappears to continue.

10. Your election has now been closed, and your device has been locked. **ONLY** the VAT ePollbook will be used for Ballot Accounting.



ePollbook/ Ballot Accounting at the VAT/ VLM

The VLM will perform the Ballot Accounting by using the VAT ePollbook.

To begin the Ballot Accounting:

1. Select **"This Location"** tab to change from the default of "This Device" to begin Ballot Accounting! If "This Location" is **blue**. Tap on it with the stylus and it will turn **green**.
2. Then touch the **blue** ACCOUNTING button in the upper right-hand corner of the Device Locked Screen.
3. An accounting wizard will walk you through each step of the process, beginning with **UNUSED BALLOTS**. Simply touch the first box listed, enter the next ballot number for that precinct ballot style in the easy-to-use **Pop-up Numbers Keyboard**. Press **Done** and do the same for all boxes.
4. When you are finished with all of the boxes, touch **NEXT STEP** to move to the next window.

Ballot Style	Device ID	Ballot Type	Issued	Provisional	Soft	Total
0760N	361	Paper Ballot	4	0	0	4
Total for: 0760N			4	0	0	4
Grand Total:			4	0	0	

Touch a ballot style below to enter the total number of unused ballots for that style.

✓ ALLI1A-MAR 97 / 100 ✓ ALLI1A-MAR-D 100 / 100 ✓ ALLI1A-MAR-R 98 / 100

✓ ALLI1A-MAR-G 97 / 100

TOTAL: 393

NEXT STEP

UNUSED BALLOTS

ALLI1A-MAR-G

Ballots delivered: 100

Enter stub number of next unused ballot: 4

Ballots remaining: 97

CANCEL DONE

TOTAL: 393

NEXT STEP

ePollbook/ Ballot Accounting (continued)/ VLM

5. Repeat the steps in all of the fields as the wizard walks you through each step of the process.

6. In **OTHER BALLOTS** and **MACHINE TOTALS** you will use your **orange** ballot accounting chart to assist you with these totals. (This is found in the VLM Notebook.) This two-sided form is filled out and totaled before you begin the ePollbook ballot accounting. **The fields on the Ballot Accounting Chart match the ePollbook fields on the ePollbook.**

7. In **OTHER BALLOTS** fill in all of the fields. **The Soil/Void Ballots are the total of both TSX and Paper Ballots that were soiled/defaced.**

8. Once you have filled in all of the fields, press **NEXT STEP** to go on to the **MACHINE TOTALS**. Use the machine totals from the **orange** Ballot Accounting Chart.

9. Enter these totals to fill in the fields on the ePollbook for **MACHINE TOTALS**. Touch **NEXT STEP** to continue to the next step.

ePollbook/ Ballot Accounting (continued)/ VLM

10. The wizard will show you whether you balance or not. A *thumb up* means you balance. Touch *GET SIGNATURES* to move on to the next step.

The screenshot shows the 'Ballot Accounting' screen with a green background. At the top, there are buttons for 'BACK' and 'HOME'. Below them are four tabs: 'UNUSED BALLOTS', 'OTHER BALLOTS', 'MACHINE TOTALS', and 'BALLOT RECONCILE'. The main area displays a calculation: 'Scanner Total' (4) plus 'Valid Unscanned Ballots' (0) equals 'Total Ballots Issued' (4). Below this, it shows 'Total Pollbook Signatures' (4). A green thumbs-up icon is on the left, and the text 'Balancing!' is in the center. A green button labeled 'GET SIGNATURES' is on the right.

11. If you do NOT balance, the wizard will show a *thumb down*, indicating you do not balance. Touch *GET SIGNATURES* to continue.

The screenshot shows the 'Ballot Accounting' screen with a pink background. The calculation shows 'Scanner Total' (5) plus 'Valid Unscanned Ballots' (0) equals 'Total Ballots Issued' (5), which is greater than 'Total Pollbook Signatures' (4). A red thumbs-down icon is on the left, and the text 'Not balancing by: 1' is in the center. A green button labeled 'GET SIGNATURES' is on the right.

12. A pop-up will appear, providing instructions on how to fix any errors. If you have already verified your numbers, touch *CONTINUE* to move to the next step.

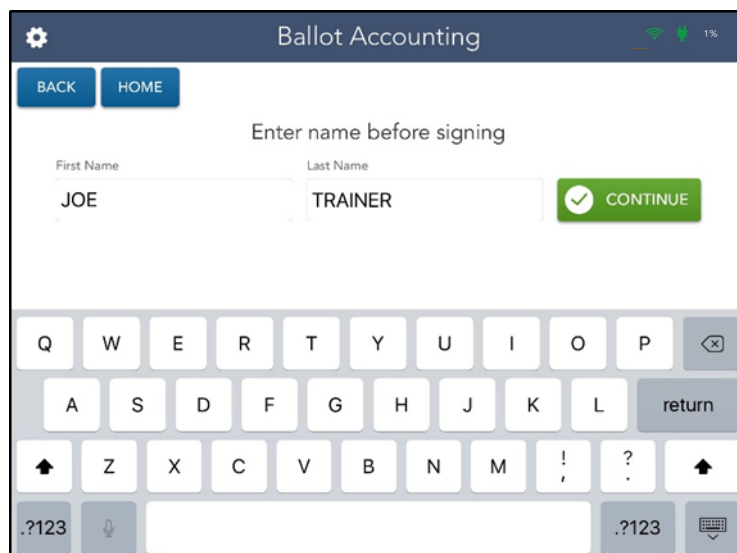
The screenshot shows the 'Ballot Accounting' screen with a pink background. A red-bordered pop-up window titled 'Reconciliation Discrepancy' is in the center. The text inside the pop-up reads: 'WARNING: You have entered less ballots cast (totals from scanners) than voter check-ins, please verify the numbers in each field by touching 'GO BACK'. If the numbers are verified, touch 'CONTINUE'.' Below the text are two buttons: 'GO BACK' and 'CONTINUE'. The background shows the 'Not balancing by: 1' message and the 'GET SIGNATURES' button.

13. You **MUST** enter a reason for the discrepancy. Enter it in the field. Also write the reason for the discrepancy in the comments field on the orange ballot accounting chart. Then touch *CONTINUE* to move on to the next step.

The screenshot shows the 'Ballot Accounting' screen with a pink background. A red-bordered pop-up window titled 'Reason for Discrepancy' is in the center. It contains a text input field and a message: 'Please provide a brief explanation as to why the total number of voted ballots is higher than the total number of voter check-ins.' Below the input field are two buttons: 'CANCEL' and 'CONTINUE'. A keyboard is visible at the bottom of the screen.

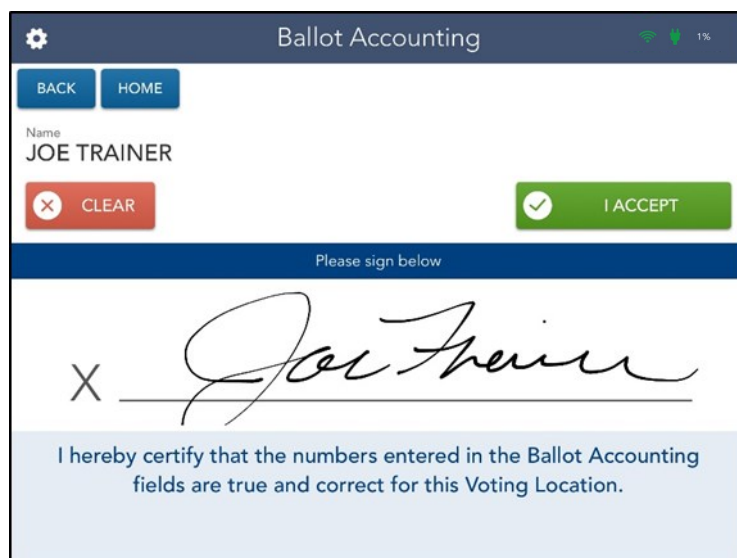
ePollbook/ Ballot Accounting (continued)/ VLM

14. Enter your first and last name in the fields, and press the **green** *CONTINUE* button.



The screenshot shows the 'Ballot Accounting' app interface. At the top, there's a header with a gear icon, the title 'Ballot Accounting', and status icons for signal, battery, and 1% battery level. Below the header are two buttons: 'BACK' and 'HOME'. The main instruction is 'Enter name before signing'. There are two input fields: 'First Name' with the text 'JOE' and 'Last Name' with the text 'TRAINER'. To the right of these fields is a green button with a checkmark icon and the text 'CONTINUE'. A virtual keyboard is visible at the bottom of the screen.

15. To certify your work, sign in the box. Then touch the **green** *I ACCEPT* button to continue.



The screenshot shows the next screen in the 'Ballot Accounting' app. The header is the same. Below the 'BACK' and 'HOME' buttons, the text 'Name' is followed by 'JOE TRAINER'. There are two buttons: a red 'CLEAR' button with an 'X' icon and a green 'I ACCEPT' button with a checkmark icon. Below these is a blue bar with the text 'Please sign below'. Underneath is a signature line with an 'X' and a handwritten signature 'Joe Trainer'. At the bottom, a light blue box contains the text: 'I hereby certify that the numbers entered in the Ballot Accounting fields are true and correct for this Voting Location.'

Ballot Accounting (continued)/ VLM

16. The VLM will also have one PEO of the opposite Party sign the ePollbook. To add a signature, touch the **blue** *ADD ANOTHER SIGNATURE* button, and follow the steps provided.

17. To submit the report, touch the **green** *SUBMIT* button.

CAUTION: Once you submit the report, you will NOT be able to change any information. Be sure to correct any issues by touching the **blue** *BALLOT RECONCILE* button to go back, before clicking submit.

18. ***GREAT JOB!***

You have now submitted your Ballot Accounting report.

19. Touch the **green** *CONTINUE* button to return to the Device Locked screen.

The screenshot shows the 'Ballot Accounting' app interface. At the top, there's a status bar with a gear icon, the title 'Ballot Accounting', and battery status at 100%. Below the title bar are 'BACK' and 'HOME' buttons. On the right, there's a 'BALLOT RECONCILE' button. The main area shows a list of names with checkboxes: 'JOE TRAINER' is checked with a green checkmark. Below it are three empty lines. At the bottom, it says '1 signature(s)'. On the right, a light blue box contains the text: '1 signature has been provided. If another signature is needed, touch 'ADD ANOTHER SIGNATURE'. If no more signatures are needed, touch 'SUBMIT'.' At the bottom right are two buttons: 'ADD ANOTHER SIGNATURE' (blue) and 'SUBMIT' (green).

The screenshot shows the 'Ballot Accounting' app interface. At the top, there's a status bar with a gear icon, the title 'Ballot Accounting', and battery status at 81%. Below the title bar are 'BACK' and 'HOME' buttons. On the right, there's a 'BALLOT RECONCILE' button. The main area shows a list of names with checkboxes: 'JOE TRAINER' and 'JANE POLLWORKER' are both checked with green checkmarks. Below them are three empty lines. At the bottom, it says '2 signature(s)'. On the right, a light blue box contains the text: '2 signatures have been provided. If another signature is needed, touch 'ADD ANOTHER SIGNATURE'. If no more signatures are needed, touch 'SUBMIT'.' At the bottom right are two buttons: 'ADD ANOTHER SIGNATURE' (blue) and 'SUBMIT' (green).

The screenshot shows the 'Ballot Accounting' app interface. At the top, there's a status bar with a gear icon, the title 'Ballot Accounting', and battery status at 1%. Below the title bar are 'BACK' and 'HOME' buttons. The main area features a green banner at the top with a checkmark icon and the text 'Report submitted!'. Below this is a light blue box with a checkmark icon and the text: 'Great Job! Your ballot account report has been successfully submitted. Finish completing closing end-of-night processes.' At the bottom center is a green button with a checkmark icon and the text 'CONTINUE'.

ePollbook/Ballot Accounting/ Printing the Report/ VLM

20. Print the ballot accounting report:

21. Select the ***This Location*** tab. If it is blue, tap on it with the stylus, and it will turn green.

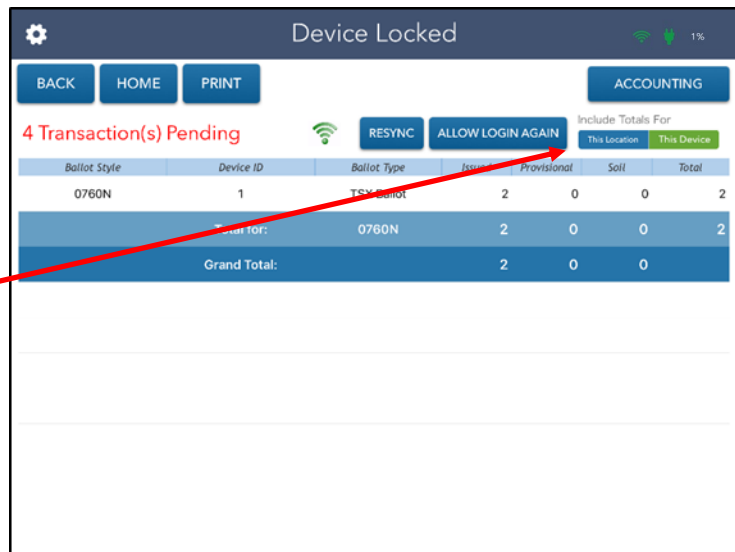
22. Then select ***PRINT*** at the top.

23. Print 2 copies.

24. Once 2 copies of the report have printed, place 1 copy in the front pocket of the VLM Notebook.


25. Place 1 copy in the manila envelope that was taped to the VAT. This envelope should have printer test receipts, opening reports, the blue Registered Voter List, and the 11 and 4 reports.

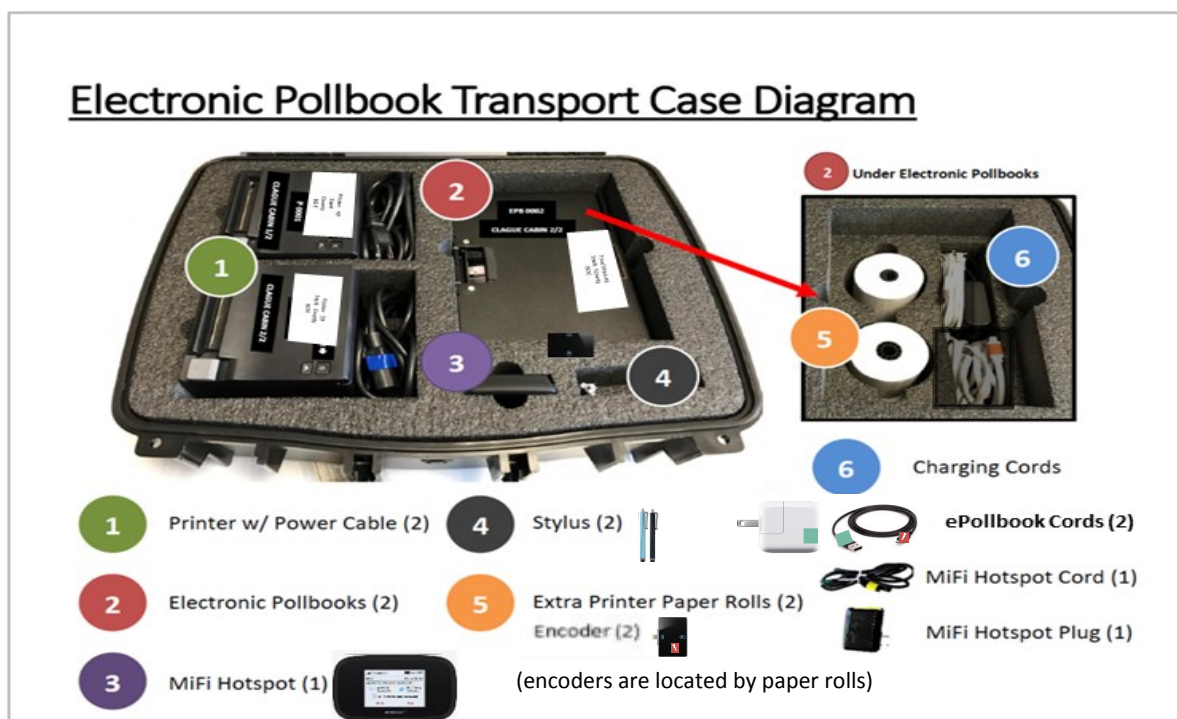
26. Now the VLM will pack the ePollbooks carefully by completing the mandatory packing instructions on page 103.



ePollbook/ Mandatory Packing Instructions-VLM

Use the steps and diagram below to properly pack up the ePollbooks.

- A. On the ePollbook, do a **quick press** of the sleep/wake button on the upper left-hand side of the unit. The screen will turn black. 
- B. Press the power button on top of the printer to power off.
- C. Remove the Encoder and cords.
- D. Place encoder(s) in the ePollbook case. 5
- E. **Remove the stylus from the ear phone jack.** Wrap the tether cord around the stylus and place in the ePollbook case. 4
- F. Close the ePollbook like a book.
- G. Power off the MiFi by holding in the top button until it shuts down. Pack the MiFi. 3
- H. Pack the ePollbook cords with plugs. (These items go in the space beneath the ePollbooks.) 6
- I. Pack all ePollbooks. 2
- J. Pack all Printers with their cords beside them. 1
- K. Close the ePollbook case, and securely latch the two latches on the handle area of the case.



TSX Closing the Polls

The VLM, VLM Assistant or an assigned PEO records the TSX counts on the **orange** Ballot Accounting Chart. The VLM will use the Chart for the ePollbook Accounting (see page 98). Then, under the direction of the VLM or VLM Assistant or assigned PEO, the PEOs run the TSX reports. All other PEOs complete their tasks while the TSX reports are running. The VLM will assign bipartisan teams to sign the reports. Then all PEOs working as a team will continue with their other closing tasks and prepare to take down machines.



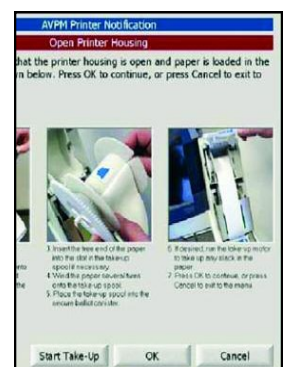
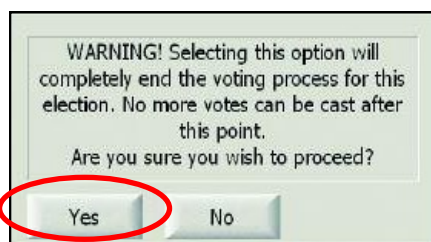
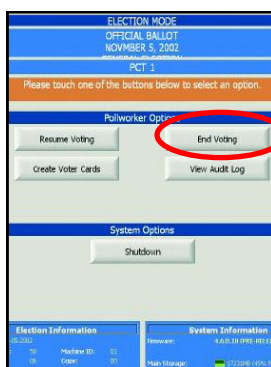
VLM removes these items from each metal transfer case:

- Key
- Supervisor Card Envelope

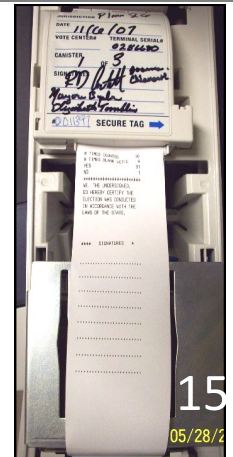
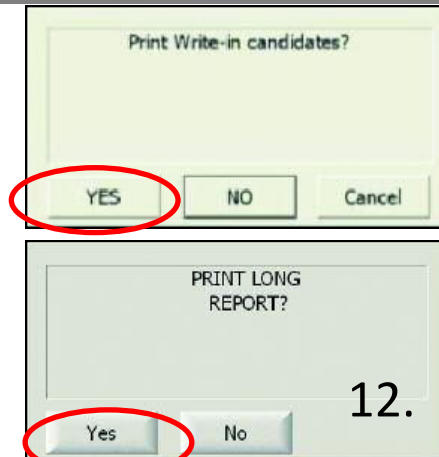
1. Open the Supervisor Card Envelope.
2. Remove the card and the instruction sheet, which gives the access code for this election.
3. Insert the Supervisor Card in the first TSX unit.
4. A numbered keypad will appear on the screen. Enter the code. Press OK.
5. The card will be released from the slot.
6. Repeat Steps 3-5 on each TSX unit before proceeding.

Repeat each of the following steps on each TSX unit at the same time. Complete each step on all units as a group before going on to the next step.

7. When the Pollworker Options Screen appears, you are ready to begin the closing process.
8. Press: END VOTING.
9. A Warning box will appear to verify that you are ready to end voting for the day.
Press: YES.
10. The Open Printer Housing Screen will appear. Unlock and open the Printer Housing Door on each TSX unit.



TSX Closing the Polls (continued)



11. Press: OK.

12. A box will appear asking if you would like to:

PRINT SUMMARY REPORT? Press: YES.

PRINT LONG REPORT? Press: YES.

* You may also be asked to Print Write-In Candidates. Answer yes to this as well.

* Answer YES to any type of report that the TSX prompts you to print during this stage.

13. The Elections Results Report prints, and the paper is taken up into the canister.

14. Repeat Steps 7-13 for each TSX unit.

Do NOT press any buttons on the screen before completing Steps 15—18.

15. Lines appear at the end of the report.

Two PEOs of the opposite party sign here.

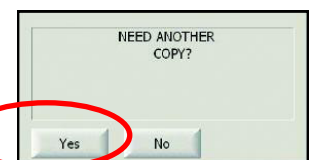
16. Tear paper below the last signature line.

17. Remove the canister. Turn the gear on the left side of the canister to take up the remaining paper.

18. Place canisters in the Transfer Case(s) with the red locks showing.

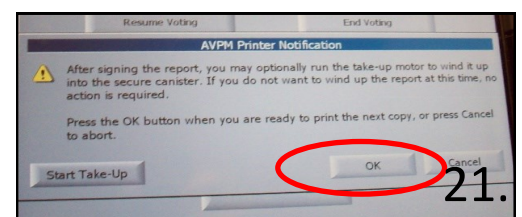
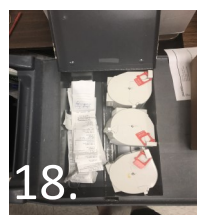
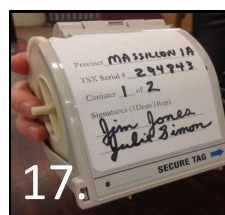
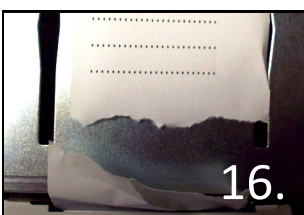
Note: Transfer cases hold 6 canisters. For Precincts with seven machines, a second transfer case is provided.

19. NEED ANOTHER COPY? appears on the screen. Press: YES.



20. An AVPM Printing Notification box will appear on the screen.

21. Press: OK.



TSX Closing the Polls (continued)

22. A second copy of the Elections Results Report will print. It will NOT be taken up, because you have removed the canister.

23. The VLM will assign bipartisan teams to sign the second reports.

24. Tear the paper below the last Signature Line and fold the report so the **beginning of the report and the TSX serial numbers show**. Use a paper clip to hold the folded report together.

25. Place the Second Report from each unit in the Transfer Case.
(Each Precinct has a transfer case.)

The transfer case should only have the second paper-clipped reports and the locked canisters for each machine for that Precinct.

26. Record the Lock Number on the Election Day Equipment Record and lock the Transfer Case.

27. The screen will prompt: Need Another Copy?
Press: Yes.

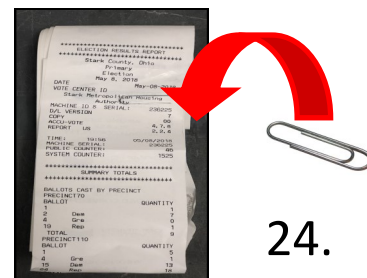
The Secretary of State requires that this copy be posted at an entrance for viewing by the public. Use the blue tape in the Black Suitcase to post the summary report.

28. The screen will prompt: Need Another Copy?
Press: No.

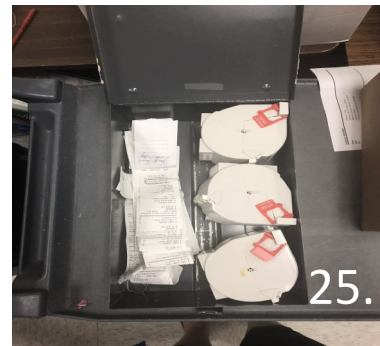
29. The Pollworker Options screen will appear again. Press: Shutdown.

30. A warning box will appear. Press: YES.

31. The unit will power off (screen goes black).



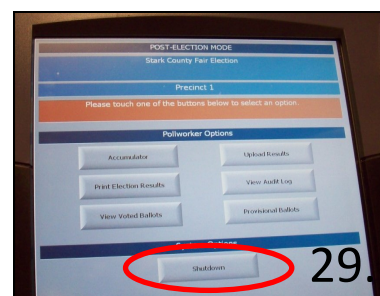
24.



25.



26.



29.



31.

TSX Closing the Polls/(continued) Memory Cards

THE VLM may now remove the Memory Cards from the units.

32. After completing pages 104-106, close the left Privacy Door.
33. Unlock and open the Memory Card Access Door on each unit.
Do NOT re-lock the Door.
34. Press the black button to release the Memory Card, and pull it out.
35. Repeat on each unit.

If there is a TSX unit that you have taken out of the lineup, be sure to remove its Memory Card, too.

36. Collect all Memory Cards for each Precinct. You should have 1 card for each unit: 4 units = 4 Memory cards. There will be a baseball card sleeve, a pink anti-static bag and a clear tamper-evident bag for each Precinct in the Polling location.
All bags have a label that shows the Precinct and the number of memory cards for that Precinct.

37. Place the cards for each Precinct in the baseball sleeve. Be sure you have all the Memory Cards. The baseball card sleeve has openings for the exact number of memory cards for that Precinct. The slots in the baseball card sleeve that do not have a Memory Card are marked off with a red X.

38. Then place the full baseball card sleeve in the pink anti-static bag for the correct precinct. **Verify the correct number of memory cards for each Precinct.** Seal the zip top. You must have the correct number of Memory Cards in each Precinct's bag.

DO NOT USE TAPE ON THE BASEBALL SLEEVE OR BAG!

39. Place the pink bag inside the clear tamper-evident Bag with the cards and X's face up to be visible through the non-printed side of the Clear Bag. (Do not fold or roll these bags.)

40. Seal the clear tamper-evident bag at the top.

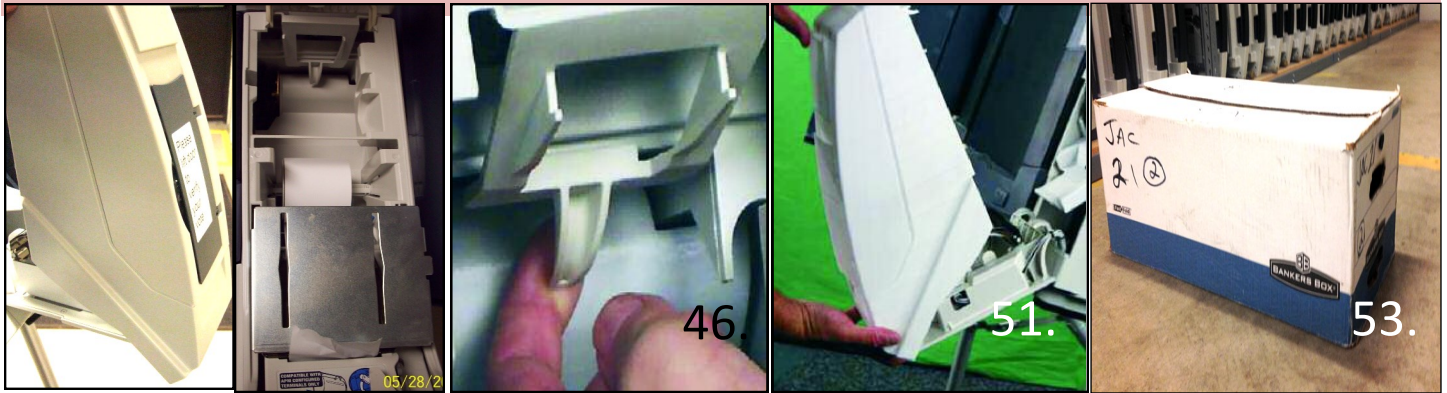
41. **Do NOT put Memory Cards in the Transfer Case.**
The Memory Cards are delivered to the Board of Elections. There will be a sealed bag of memory cards for **each Precinct**. **The VLM and a PEO Riderback of the opposite party will deliver them as a bipartisan team to the Stark County Board of Elections. The PEO Riderback will carry the sealed Memory Card bag(s) flat on their lap to the BOE.**



Important!!! Do **NOT** tape the Memory Cards to the Baseball Sleeve! Place them in the pockets of the baseball card sleeve. Try to carry the bags flat, but if they slide out of the baseball sleeve pockets inside the envelope when transporting to the BOE, that is OK.

TSX Closing the Polls (continued) / Removing the Cords and the Printer

All PEOs working as a team will continue with their closing tasks and prepare to take down machines. Return all TSX cords and Printer Hardware components to the Bankers Boxes.



42. Remove the TSX power cord. Fold it and secure with a rubber band. Place it in the Bankers Box.
43. Rubber band the orange extension cords and place in the black suitcase.
44. Lift the metal plate.
45. Press the gray lever to release the smoke-colored printer cover.
46. Pull the blue lever toward you.
47. Remove the paper roll.
48. Latch the smoke-colored printer cover by placing a thumb on both sides of the cover. Press firmly.
49. Lower the metal plate. Find the hook at the top of the Printer Housing (below the bar labeled PRESS FIRMLY TO LATCH).
50. Pull up on the hook to release the Printer Housing.
51. Lift the Printer Housing off the unit.
52. Close and lock the Printer Access Door.
53. Place Printer Housing(s) in Banker Box (each box holds two).
54. Remove the VIBS keypad and headphones (where applicable). Place both in the Black Suitcase.



TSX Closing the Polls/ (continued) Packing up the TSX

55. Close the Privacy Doors.

56. Secure them with the cable ties provided.

57. Working together, two PEOs lay the unit face down on the Privacy Doors.

58. Start by telescoping the outside legs. Press the pin in, and lower the leg toward the unit. Repeat with the other leg.

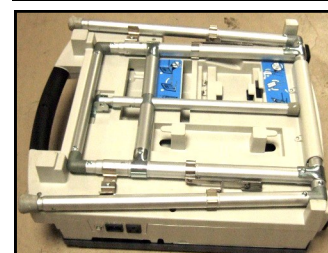
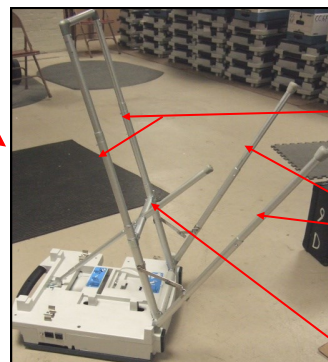
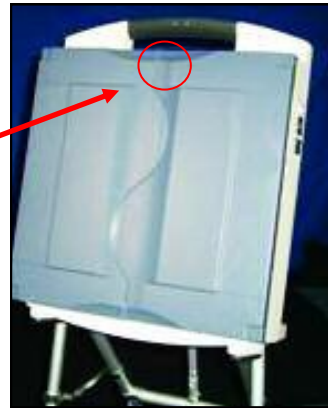
59. Next, press in the pins toward the unit to lower the center crossbar. This leg has 2 sets of pins.

60. Release leg braces. Do NOT pull on the outer legs.

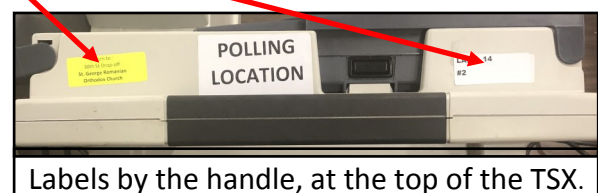
61. Lowering the Center Bar will cause the legs to fold into place. Place one hand on the cap of the Center Bar. Slide the other hand down the Center Bar until you feel a pin. Press the pin, and push on the cap. Repeat with the second pin. **Press the outside legs, the center crossbar, and the center leg firmly into place on the back of the unit.**

62. Repeat this process on all units.

63. The TSX units are ready to be loaded by precinct into the PEO Dropoff's vehicle and delivered to the Dropoff Location.



There are labels at the top of the TSX located by the handle. The yellow label shows the drop-off location and matches the yellow chain of custody. The label on the opposite side shows the assigned Precinct. (TSX are returned by Precinct.) Look for these labels to match up with the Yellow Chain(s) of Custody when distributing the TSX to the PEO Dropoff(s).



Labels by the handle, at the top of the TSX.


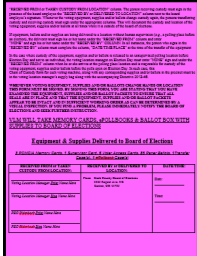
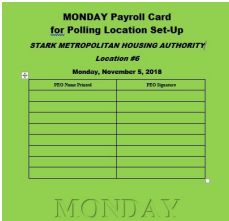
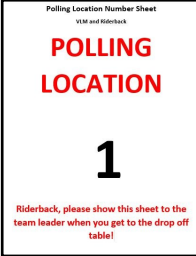
Closing Supply Checklists



Please return election supplies as described on these pages. If you have any questions, ask your VLM for help before closing time, or call the BOE office: (330) 451-8683.



A. Set these items aside. Have the PEO Riderback carry these four items on his or her lap. These are the first items you will hand to the workers at the Board of Elections.

<p>Sealed Memory Card Bag for each precinct. Keep flat! Do not fold or roll these bags! (Number of Memory Cards in the bag must match the number on the label.) See packing instructions pg.107.</p> 	<p>One pink Chain of Custody Form for each Precinct in the Location. These must be signed, with the date & time.</p> 	<p>Signed green Payroll Cards (Monday and Election Day Payroll cards)</p> 	<p>Polling location Number Sheet</p> 
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B. Return the Following Items in the Metal Transfer Case(s), which will be locked and placed inside the Ballot Box .

	Signed, Sealed Paper Canisters
	Signed, Paper-clipped Paper Tapes (one "2nd Report" per TSX)



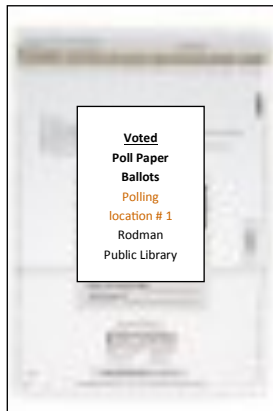
C. The VLMA or a PEO may finish taking down the TSX machines. Once finished, they put the TSX key in the black suitcase.

	VLM: Give TSX key to the VLMA or PEO.
--	---------------------------------------



Make sure the lock is pushed in completely. (The pronged hook should not show.) Record the Lock number on the **orange** Election Day Equipment Record.

Supply Checklists



D. Secure the Following Items in the clear, sealable Poll Paper Ballot Bag. This will be returned by the VLM & PEO Riderback in the Ballot Box.

Privacy Envelopes containing Voted Poll Paper Ballots
--



E. Secure the Following Items in the Orange Provisional Ballot Bag. This will be returned by the VLM & PEO Riderback in the Ballot Box.

Provisional Envelopes containing Voted Provisional Ballots

Soiled/Defaced Paper Ballot Envelope

Seal **Orange** Provisional Ballot Bag with blue pull-tight seal, which goes through the hole on the corner of the bag and through the zipper pull.



F. Secure the Following Items in the Blue Bag. This will be returned by the VLM & PEO Riderback in the Ballot Box.

Voter Access Cards in Sleeve

Supervisor Card in Envelope



G. The Black Suitcase is returned along with the TSX and Bankers Boxes by the PEO Dropoff. The following items go in a Black Suitcase.

Extension Cords

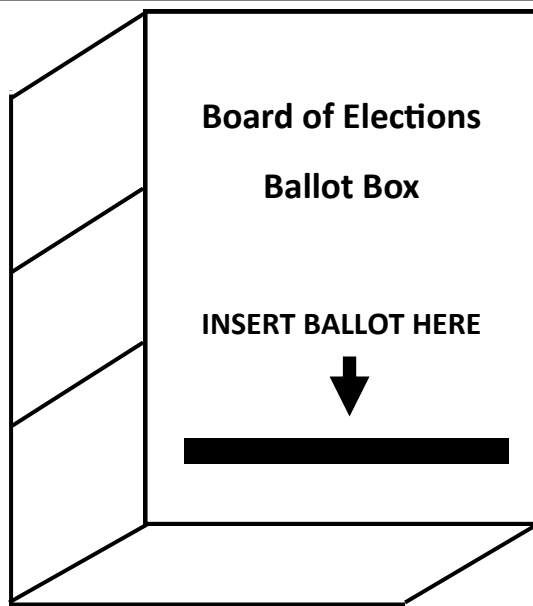
TSX Key

VIBS Unit and Headset

All remaining election materials, forms, signs, etc.
--



Ballot Box at Closing/ Packing Instructions

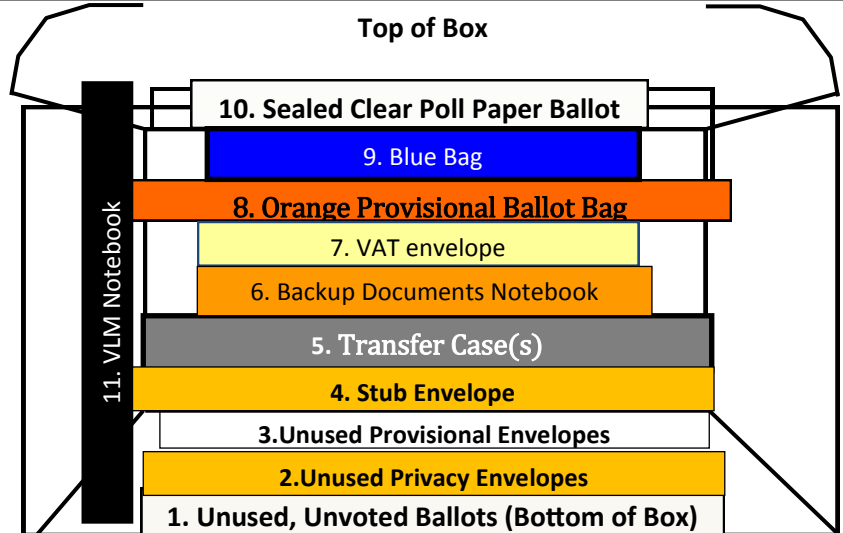


Place each of the items
in the Ballot Box
in this order.

The VLM and the PEO Riderback return the **ballot box(es), the ePollbooks and the items listed on the right** to the BOE.

If there is more than one Ballot Box, pack the listed items in one of the ballot boxes. Extra transfer cases may go in the other ballot boxes.

The PEO Riderback carries these items on his/her lap. **Leave them outside the box.** This will speed up the unloading process at the BOE.



PLACE ITEMS INSIDE THE BALLOT BOX IN ORDER



1. On bottom: Unused, Unvoted Ballots
2. Unused Privacy Envelopes
3. Unused Provisional Envelopes
4. Stub Envelope
5. Transfer Case(s) (up to two transfer cases) Any additional transfer cases go in the other ballot box(es).
6. Backup Documents Notebook
7. VAT Envelope
8. Orange Provisional Ballot Bag
9. Blue Bag
10. On the top: Sealed, Clear, Voted Poll Paper Ballot Bag
11. On the side: The VLM Notebook

CARRY ON YOUR LAP

1. Sealed Memory Card Bag for each precinct (Keep Flat)
2. One Signed/Dated Pink Chain of Custody Form for each of the Precincts in the Location
3. Polling Location Number Sheet
4. Green Payroll Sheets

Closing/ Chain of Custody Forms

At closing time, it is very important to sign and distribute the Chain of Custody forms.

The VLM or VLM Assistant will organize the PEO Dropoff(s) to take the remaining supplies to the assigned drop-off location.

The VLM signs the back of the **yellow Chain of Custody** to transfer the custody of the supplies to each PEO dropoff.

There is a **yellow** Chain of Custody for each Precinct in the location. A person is needed to serve as the PEO Dropoff for each Precinct.



PEO Dropoff(s)

Yellow Chain of Custody

The PEO Dropoff will sign and date the bottom of the delivery of the supplies to the drop-off location. The PEO Dropoff should sign, date and note the time prior to approaching the receiving table at the drop-off location. **They must remain in the car at the Drop-off Location.** Election workers will retrieve all Election items from the vehicle.

The **pink Chain(s) of Custody** stay(s) with the VLM. The VLM and PEO Riderback should sign and date the **pink** Chain of Custody Form before leaving the polling location to head to the BOE.



VLM and PEO Riderback

Pink Chain(s) of Custody

When the Bipartisan Team arrives at the Board of Elections **they must remain in the car.** Workers will first collect from the lap of the PEO Riderback the Location Number Sheet, signed **pink** Chain of Custody Form(s), **Green** Payroll Sheets and Memory Card Bag(s).

Then, they will take the ePollbook Case(s) and the Ballot Box(es) from the car.

If PEOs are prepared, this is a very quick process.

"RECEIVED FROM or TAKEN CUSTODY FROM LOCATION" column. The person receiving custody must sign in the presence of the board employee the "RECEIVED BY or DELIVERED TO LOCATION" column next to the board employee's signature. Whenever the voting equipment, supplies and/or ballots change custody again, the person transferring custody and receiving custody must sign under the appropriate columns. This will document the custody and location of the voting equipment, supplies and/or ballots at all times while it is outside of the board of elections.

If equipment, ballots and/or supplies are being delivered to a location without human supervision (e.g., a polling place before an election), the deliverer must sign his or her name under the "RECEIVED FROM" column and enter "NONE" and sign his or her name under the "RECEIVED BY" column. In all instances, the person who signs in the "RECEIVED BY" column must complete the column, "DATE/TIME/PLACE" at the time of the transfer of the equipment.

In the case where custody of the equipment, supplies and/or ballots is released to an unsupervised polling location before Election Day and not to an individual, the voting location manager on Election Day must enter "NONE" sign and under the "RECEIVED FROM" column when he or she arrives at the polling place location and is responsible for custody of the voting equipment, supplies and/or ballots before the polls open on Election Day. In each case, this Chain of Custody form for each voting machine, along with any corresponding supplies and/or ballots in the precinct must be in the voting location manager's supply bag along with the accompanying Directive 2012-48.

WHENEVER VOTING EQUIPMENT, SUPPLIES AND/OR BALLOTS CHANGE HANDS OR LOCATION THIS FORM MUST BE SIGNED. BY SIGNING THIS FORM, YOU ARE STATING THAT YOU HAVE EXAMINED THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS TO ENSURE THAT ALL SEALS ARE IN PLACE AND THAT THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS APPEAR TO BE INTACT AND IN SUFFICIENT WORKING ORDER AS CAN BE DETERMINED BY A VISUAL INSPECTION. IF YOU FIND A PROBLEM, PLEASE IMMEDIATELY NOTIFY THE BOARD OF ELECTIONS AND SEEK FURTHER INSTRUCTION.

Mary Smith Voting Location Manager <i>[Signature]</i> PEO Drop-off <i>[Signature]</i>	EXCHANGE DROP OFF PEO WILL TAKE TSK UNITS WITHOUT MEMORY CARDS AND SUPPLIES TO DROP-OFF LOCATION.	Jane Stevens PEO Drop-off <i>[Signature]</i> PEO Drop-off <i>[Signature]</i>
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Equipment Delivered to Drop-Off Location

Voting Machine or Equipment Identifier, if any:

2 Absolute TSK Voting Machines (without memory cards), Black Suitcase, Banker Boxes

Machine No.	TSK #1	TSK #2	TSK #3	TSK #4	TSK #5	TSK #6	TSK #7
257922	258039	251384					
Jane Stevens PEO Drop-off <i>[Signature]</i> PEO Drop-off <i>[Signature]</i>		Place: Carnation Mall Parking Lot		Date: 5/7/2019 Time: 8:25			

(Back of Yellow Chain of Custody form)

"RECEIVED FROM or TAKEN CUSTODY FROM LOCATION" column. The person receiving custody must sign in the presence of the board employee the "RECEIVED BY or DELIVERED TO LOCATION" column next to the board employee's signature. Whenever the voting equipment, supplies and/or ballots change custody again, the person transferring custody and receiving custody must sign under the appropriate columns. This will document the custody and location of the voting equipment, supplies and/or ballots at all times while it is outside of the board of elections.

If equipment, ballots and/or supplies are being delivered to a location without human supervision (e.g., a polling place before an election), the deliverer must sign his or her name under the "RECEIVED FROM" column and enter "NONE" and sign his or her name under the "RECEIVED BY" column. In all instances, the person who signs in the "RECEIVED BY" column must complete the column, "DATE/TIME/PLACE" at the time of the transfer of the equipment.

In the case where custody of the equipment, supplies and/or ballots is released to an unsupervised polling location before Election Day and not to an individual, the voting location manager on Election Day must enter "NONE" sign and under the "RECEIVED FROM" column when he or she arrives at the polling place location and is responsible for custody of the voting equipment, supplies and/or ballots before the polls open on Election Day. In each case, this Chain of Custody form for each voting machine, along with any corresponding supplies and/or ballots in the precinct must be in the voting location manager's supply bag along with the accompanying Directive 2012-48.

WHENEVER VOTING EQUIPMENT, SUPPLIES AND/OR BALLOTS CHANGE HANDS OR LOCATION THIS FORM MUST BE SIGNED. BY SIGNING THIS FORM, YOU ARE STATING THAT YOU HAVE EXAMINED THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS TO ENSURE THAT ALL SEALS ARE IN PLACE AND THAT THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS APPEAR TO BE INTACT AND IN SUFFICIENT WORKING ORDER AS CAN BE DETERMINED BY A VISUAL INSPECTION. IF YOU FIND A PROBLEM, PLEASE IMMEDIATELY NOTIFY THE BOARD OF ELECTIONS AND SEEK FURTHER INSTRUCTION.

VLM WILL TAKE MEMORY CARDS, ePOLLBOOKS & BALLOT BOX WITH SUPPLIES TO BOARD OF ELECTIONS

Equipment & Supplies Delivered to Board of Elections

2 ePOLLBOOK Memory Cards, 2 Supervisor Card, 2 Voter Access Cards, 24 Paper Ballots, 1 Transfer Case(s), 1 ePollbook Case(s)

Mary Smith Voting Location Manager <i>[Signature]</i> PEO Riderback <i>[Signature]</i> PEO Riderback <i>[Signature]</i>	RECEIVED BY or DELIVERED TO LOCATION: Place: Clark County Board of Elections 2020 Regent Ave. NE Denver, CO 80202	DATE/TIME: Date: 5/7/2019 Time: 8:45
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(Back of Pink Chain of Custody form)

VLM and PEO Riderback



Bipartisan Transport Team goes to the BOE

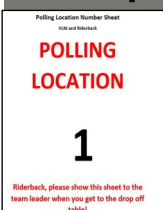
The PEO Riderback has been assigned by the BOE for each polling location. Confirm the assignment by having the PEO Riderback mark an X in the Riderback box on the ePollbook payroll and check the box on the **green** payroll card.

The Secretary of State requires that a **bipartisan team** transport the Voted Ballots and Memory Cards containing election results on Election Night.

- The VLM and another PEO (who is affiliated with the opposite political party) will serve as the Bipartisan Team. This PEO is called the PEO Riderback. Student PEOs cannot serve as Bipartisan Team members.
- The PEO Riderback will be paid \$10 in their base pay for this additional responsibility.
- The VLM and PEO Riderback will collect the TSX Memory Cards (pg. 105). Verify **all** Memory Cards are sealed in the Memory Card Bags correctly. Each Precinct gets a separate bag. **Please Note: the Stark County Board of Elections must account for every TSX Memory card. No one at the BOE leaves until all memory cards are accounted for. It is important to check every TSX machine (even if they were out of service) and verify that the count of all cards matches the labels on the Memory Card bags. Every card and count is reported to the Secretary of State's office, which remains open until all Precincts' ballots are accounted for that night.**
- Members of the team will **ride together** with the **Pink Chain of Custody** to return the Memory Cards, loaded Ballot Box(es) and ePollbook Case(s) to the **Board of Elections**. They must proceed directly to the BOE.
- The PEO Riderback will carry the **Polling Location Number Sheet, Memory Card Bag(s), Pink Chain of Custody Form(s), and Green Payroll Cards** on the **lap**. When they reach the BOE, the **Pink** Chain of Custody should already have been signed so it is ready to hand over to the BOE staff. The PEO Riderback will hold up their location number sheet at the gate as they pull up to the BOE staff. Hand the location number letter, signed **Pink** Chain of Custody form(s) and Memory Card bag(s) (keep flat) through the PEO Riderback's passenger window. The crew will also open the trunk or back doors of the vehicle to get the larger items. **VLMs and Riderbacks must not get out of the vehicle!**
- The Ballot Box(es), transfer case(s) and ePollbook case(s) are returned to the BOE. They have a bright **pink** BOE label on them that matches the **Pink** Chain of Custody.
- The Bipartisan Team should call the Board of Elections at 330-451-7515 with their departure time if leaving later than 8:30. The team may use either PEO's vehicle but must ride together in one vehicle, not making any stops along the way.

These items go on the lap of the PEO Riderback

These items go in the trunk or the back seat of the VLM/PEO Riderback vehicle



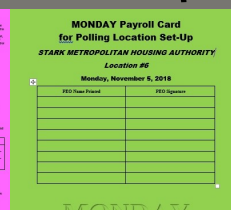
Location Number Sheet



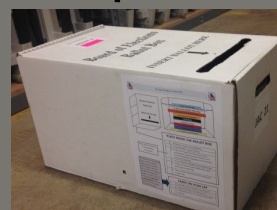
Memory Card Bag(s) **Keep Flat**



Pink Chain of Custody Form(s)



Green Payroll Sheets



Ballot Box(es)



Transfer Case(s)



ePollbook Case(s)

PEO Dropoff

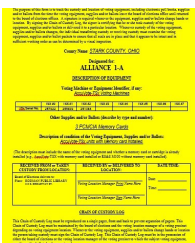
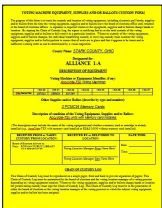


There is one PEO Dropoff for each Precinct!

The PEO Dropoff is assigned by Precinct by the BOE. Please check the “Driver” box in the ePollbook payroll next to the name of any PEO performing the duty of the PEO Dropoff, and check the PEO Dropoff box on the **green** payroll card.

All Election equipment that is not returned by the VLM to the Board of Elections is taken to a Drop-off location. The BOE assigns one PEO per precinct to take the voting equipment to the assigned drop-off location. That PEO is called a PEO Dropoff and is paid an additional \$10 in their base pay.

- After the Memory Cards are removed from all of the TSX machines, the VLM or the VLM Assistant will guide the team of PEOs to shut down and take down the TSX machines. PEOs will place the remaining equipment and supplies in the Bankers Boxes and the Black Suitcase(s).
- The TSX machines and Bankers Boxes are assigned by Precinct. There is one PEO Dropoff assigned per Precinct. For Example: In a single location, there will be one assigned PEO Dropoff. In a multi-precinct location there will be a PEO Dropoff assigned to each Precinct.
- All PEOs will assist loading the TSX machines, Bankers Boxes, Black Suitcase(s), flags, and other supplies into the vehicle of the **PEO Dropoff(s)**. These items have **yellow** dropoff location labels that match the yellow chain of custody. The location and address of the assigned dropoff location is on the back of the **Yellow** Chain of Custody.
- On Election Day, PEOs may be asked to perform the Dropoff duties if the assigned person cannot. That PEO will check the driver box in the ePollbook and check the **green** Payroll Card to ensure they receive the extra \$10.
- A PEO student cannot serve as a PEO Dropoff, but they may assist with taking the machines down and helping load them in the vehicle.
- *Dropoff PEOs will take the items to the assigned Dropoff location with the **Yellow Chain of Custody on the passenger seat beside them.***
- The PEO Dropoff does not require a Riderback, since they do not carry any ballots or Memory Cards.



Yellow Chain of Custody (Completed)



TSX machines by Precinct



Banker Boxes (holds two TSX printer housing units)



Black Suitcase(s)



Privacy Panels



Flags

Board of Elections Contact Information

Preparing for Election Day	
Questions about TSX Delivery	330-451-7009
Questions about Saturday VLM Supply Pick-Up	330-451-7058
Questions about Training	330-451-7515
	330-451-7009

Election Day Phone Numbers			
Reason	Department/Person	Numbers	
PEOs Reporting Off	PEO Coordinator	330-451-7515 or 330-451-7009	
Reporting Absent PEO on Election Day	Republican PEOs	330-451-7009	330-451-7008
	Democratic PEOs	330-451-7515	330-451-7007
Questions about a Voter's Registration Information	Registration	330-451-7017	330-451-7016
Questions about Absentee Ballots/Voters	Absentee	330-451-7045	330-451-7005
		330-451-7034	330-451-7061
ePollbook Questions/Problems	I.T.	330-451-7012	330-451-7011
Voting Machine Questions/ Problems	I.T.	330-451-7012	330-451-7080
		330-451-7011	
Number for Voters to Call with Questions/Concerns	Main Office	330-451-VOTE (8683)	1-866-878-VOTE (8683)

Your VLM is your main resource on Election Day.

The EDT can replenish supplies and deal with issues outside the polling location.

EDT:		Cell:	
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